

Jasper County Public Library
BOARD MINUTES - 2003





☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

2003 Board Members

	<u>Phone</u>	<u>Term Expires</u>	<u>Appointed By</u>
President: Sue Deardorff [REDACTED]	[REDACTED]	December 31, 2006	Co. Commissioners
Vice-President: Mark Heinig III [REDACTED]	[REDACTED]	December 31, 2005	County Council
Secretary: Joan Floyd [REDACTED]	[REDACTED]	December 31, 2003	County Commissioners
Treasurer: Mari Anne Sayler [REDACTED]	[REDACTED]	May 9, 2006	Rensselaer Central School Board
Asst. Treasurer: Timothy Schultz [REDACTED]	[REDACTED]	June 30, 2004	County Council
Anne-Marie Egan [REDACTED]	[REDACTED]	May 9, 2005	Rensselaer Central School Board
Mike Crawford [REDACTED]	[REDACTED]	August 2, 2007	Pres. KV & West Central School Boards



JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

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Board Meeting Dates

2003

**Meetings are held at 7:00 P.M. at the Rensselaer Library
unless otherwise noted**

Monday, January 13

Technical Services Librarian, System Administrator's Reports

Monday, February 10

Rensselaer Librarian & Youth Services Librarian's Reports

Monday, March 10

Monday, April 14 (at DeMotte)

DeMotte Librarian & Children's Specialist Reports

Monday, May 12

Monday, June 9

Monday, July 14

Monday, August 11

Monday, August 25 (Special Budget meeting)

Monday, September 8 (at Wheatfield)

Wheatfield Librarian & Children's Specialist Reports

Monday, October 13

Monday, November 10

Monday, December 8

Monday, December 29 (Special Year End meeting)

Holiday Schedule 2003

The Libraries will be closed on the following days:

New Year's Day: Wednesday, January 1
Memorial Day: Monday, May 26
Independence Day: Friday, July 4
Labor Day: Monday, September 1
Thanksgiving: Thursday, November 27
Christmas Eve: Wednesday, December 24
Christmas Day: Thursday, December 25
New Year's Eve: Wednesday, December 31

In addition, all locations will close at 5:00 PM on the day before Thanksgiving.

Employees receiving benefits will also receive a paid holiday on their birthday or another day in their birthday month. Six employees will receive a paid holiday in the month of the anniversary of their employment at JCPL, having worked 5 years, 15 years, 20 years, or 35 years at the library.

JASPER COUNTY PUBLIC LIBRARY

EMPLOYEE NAME & ADDRESS LIST

<u>Employee Name</u>	<u>Job Title</u>	<u>Address</u>	<u>City,State,Zip</u>	<u>Telephone</u>	<u>Cell Phone</u>
BEEDLE, Marlene	Specialist 1 - D				
BROHOLM, Melanie	Page - W				
BROWN, Glenda	Ref. Library Specialist 2 - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Library Asst. 2 - D				
CHALIK, Jacob I.	Page - W				
CLY, (Anna) Chris	Clerk - R				
DAUGHERTY, Lynn	Library Director				
DAVIS, Lisa	Lib.Asst 2/Asst.Bkkpr-R				
DELGER, Kimberly	Clerk - D				
EDGMAN, Matthew	Page - D				
EVERS, Jennifer L.	T.S. Librarian 3				
FAGEN, Charlotte	Children's Specialist 3 - D				
FRALEY, Rebecca	Page - D				
GIBSON, Rebecca	Librarian 1 - D				
GRAF, Elizabeth (Beth)	Clerk - R				
GRAY, Elizabeth	Page, Substitute - R				
HAVENS, Denise Y.	Clerk - D				
HAVENS, Heather	Page, Substitute - D				
HOWARD, Rose	Janitor - D & W				
JUNG, Gail	Business Manager - R				
KALUF, Jean	Library Asst. 1 - D				
KENNEDY, Amy	Page - R				
KOCH, Diana	Agency Librarian 1 - W				
KROS, Diane	Library Specialist 3 - W				
LAGESTEE, Sandi	Clerk - D				
MAXWELL, Sheila	Systems Administrator - R				
MAYS, Kris	Library Assistant 2 -R				
MOLENAAR, Mary	Library Assistant 1 - T.S.				
MULVIHILL, Kara	Page - R				
OPOLSKI, Diane	Library Assistant 1-W				
PULLINS, Amber	Library Assistant I - R				
ROBERTS, Kimberly	Page - R				
SALYER, Beth	Clerk - R				
SAXON, Jackie	Librarian 1- R				
SCHOLL, Elizabeth	Page - R				
SCHULENBERG, Sharon	Spec.Services Librarian-R				
SPEACHT, Nanette	Lib. Asst 1 - W				
STANDISH, Jack	Janitor/Maintenance - R				
STRINGFELLOW, Patty	Headquarters Librarian 3 - R				
STUBBLEFIELD, Vickie	Library Assistant 1 - D				
TACHTIRIS, Jill	Ref. Library Specialist 2 - D				
THOMPSON, Linda	Library Asst 1 - W				
VIS, Ginger	Janitor - W/D;Clerk- D				
WEED, Kathryn	Librarian 2 - R				
WHITLOW, Emily	Multi-Dept. Asst 2 & Lib. Asst				
WOODS, Margaret	T.S. Library Specialist 2				
WYNKOOP, Dana	Page - D				
STEVEN DEARDORFF	BOARD PRESIDENT-2003				
FLETCHER	COMPUTER EMERGENCY				

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BEEDLE, Marlene	Specialist 1 - D				
BROHOLM, Melanie	Page - W				
BROWN, Glenda	Ref. Library Specialist 2 - R				
CARR, Renee	Specialist 1 - D				
CAVINDER, Rachael	Library Asst. 2 - D				
CHALIK, Jacob I.	Page - W				
CLY, (Anna) Chris	Clerk - R				
DAUGHERTY, Lynn	Library Director				
DAVIS, Lisa	Lib.Asst 2/Asst.Bkkpr-R				
DELGER, Kimberly	Clerk - D				
EDGMAN, Matthew	Page - D				
EVERS, Jennifer L.	T.S. Librarian 3				
FAGEN, Charlotte	Children's Specialist 3 - D				
FRALEY, Rebecca	Page - D				
GIBSON, Rebecca	Librarian 1 - D				
GRAF, Elizabeth (Beth)	Clerk - R				
HAVENS, Denise Y.	Clerk - D				
HAVENS, Heather	Page, Substitute - D				
HOWARD, Rose	Janitor - D & W				
JUNG, Gail	Business Manager - R				
KALUF, Jean	Library Asst. 1 - D				
KENNING, Amy	Page - R				
KOCY, Diana	Agency Librarian 1 - W				
KRIS, Diane	Library Specialist 3 - W				
LAGESTEE, Sandi	Clerk - D				
MAXWELL, Sheila	Systems Administrator - R				
MAYS, Kris	Library Assistant 2 -R				
MOLENAAR, Mary	Library Assistant 1 - T.S.				
MULVIHILL, Kara	Page - R				
OPOLSKI, Diane	Library Assistant 1-W				
PULLINS, Amber	Library Assistant I - R				
ROBERTS, Kimberly	Page - R				
SALYER, Beth	Clerk - R				
SAXON, Jackie	Librarian 1- R				
SCHOLL, Elizabeth	Page - R				
SCHULENBERG, Sharon	Spec.Services Librarian-R				
SPEACHT, Nanette	Lib. Asst 1 - W				
STANDISH, Jack	Janitor/Maintenance - R				
STRINGFELLOW, Patty	Headquarters Librarian 3 - R				
STUBBLEFIELD, Vickie	Library Assistant 1 - D				
TACHTIRIS, Jill	Ref. Library Specialist 2 - D				
THOMPSON, Linda	Library Asst 1 - W				
VIS, Ginger	Janitor - W/D;Clerk- D				
WARRAN, Cheryl	Substitute Janitor - W/D				
WEED, Kathryn	Librarian 2 - R				
WHITLOW, Emily	Multi-Dept. Asst 2 & Lib. Asst				
WOODS, Margaret	T.S. Library Specialist 2				
WYNKOOP, Dana	Page - D				
SUE DEARDORFF	BOARD PRESIDENT-2003				
FOSTER	COMPUTER EMERGENCY				

Jasper County Public Library Board Committees 2003

Budget Committee: Joan Floyd, chair, Mary Ann Sayler, Anne-Marie Egan

Meets in June or July to review next year's budget proposal prepared by library staff. Adjustments are made and committee presents final recommendation to the full board at the July meeting.

Director's Evaluation Committee: Mari Ann Sayler, chair, Mark Heinig, Tim Schultz

Director evaluation forms distributed to director and board members at the April board meeting. (The committee may wish to meet earlier to examine the evaluation form and determine if any changes should be made.) Before the May meeting, committee receives all board members' evaluations of the director as well as the self-evaluation by the director. The committee uses these to prepare a written evaluation of the director. At an executive session at the May board meeting, this evaluation is discussed by the whole board, then given to the director.

Bylaws and Policy Review Committee: Mark Heinig, Mike Crawford, Joan Floyd

Sometimes meets in January to make changes to the Policy Review Schedule, to decide if new policies should be instituted during the year and schedule these, and to determine how to proceed during the remainder of the year. (This was deemed unnecessary this year.)

Past procedure has been for the director to recommend changes in policies to the policy committee one month before the policy is to be reviewed by the board. Committee members then notify the director whether or not they concur with proposed changes (or if they would like to propose other changes). If the issue is complicated and there is disagreement, a committee meeting will be held. If committee members concur, no meeting is needed and the director prepares the recommendation of the policy committee for a report to the full board.

Nominating Committee: Mike Crawford, chair, Anne-Marie Egan, Sue Deardorff

In October, the nominating committee prepares a slate of officers for the following year. This slate is presented to the board by the committee at the November board meeting. The board elects officers at the December meeting. Officers can serve in the same position only two consecutive years.

JAN.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, January 13, 2003 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of December 9th and 30th meetings (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Annual Salary Ordinance (R 7)

General Business

- A. Annual Reports: Technical Services Librarian &
Systems Administrator
- B. Board notebooks: review
- C. Building insurance (R 13)
- D. Board committee appointments

Information
Information
Discussion
Information

Director's Report (R 13-R 15)

Discussion

Items for future Agendas

Public Forum

Adjournment

Meeting of the Board of Finance

- A. Election of board of finance officers (R 15)
- B. Resolution to pay bills with prior approval (R 9, R15)
- C. Annual financial report
- D. Annual accounting practices (R 11)
- E. Adjournment

Action
Action
Information
Action
Action

Minutes December 30, 2002
Meeting of the Jasper County Public Library Board 9:00 AM
Rensselaer Library

Present: Mari Anne Sayler, Sue Deardorff, Mark Heinig, Mike Crawford (by speaker phone), Lynn Daugherty.

The board approved bills on a motion by S. Deardorff, seconded by M. A. Sayler. They approved Operating Fund transfers of \$40,262.34 on a motion by M. A. Sayler, seconded by S. Deardorff.

The board unanimously approved a transfer of \$45,000 from the Operating Fund (3.94 Transfer to LIRF) to the Library Improvement Reserve Fund on a motion by S. Deardorff, seconded by M.A. Sayler.

Encumbrances in the amount of \$3646.72 were approved on a motion by S. Deardorff, seconded by M.A. Sayler.

With no further business, the meeting adjourned at 9:25 AM on a motion by S. Deardorff, seconded by M. A. Sayler.

ma. sayler

Attest: M. A. Sayler

Mark Heinig

Mark Heinig, Secretary

Minutes
Jasper County Public Library Board of Trustees

December 9, 2002
Rensselaer Library

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig, Tim Schultz, Joan Floyd, Mari Anne Sayler, Lynn Daugherty, Patty Stringfellow

Consent Agenda & Consent Agenda Items: Minutes of the November 11th board meeting, bills, financial reports, and board meeting dates for 2003 were unanimously approved on a motion by M. Crawford, seconded by M. Heinig.

Election of Officers: The following officers for 2003 were elected, on a motion by M. Crawford, seconded by M. Heinig:

President: Sue Deardorff
Vice President: Mark Heinig
Secretary: Joan Floyd
Treasurer: Mari Anne Sayler
Assistant Treasurer: Tim Schultz

Following the election, the treasurer's and assistant treasurer's oaths of office were given.

Friends of the Library: The Board discussed the fact that library employees (or spouses) will be holding several offices in the Friends of the Library organizations at DeMotte and Rensselaer in 2003. They determined that Friends who are not on the library staff were unwilling to serve as officers, and that the Friends organizations voted to elect these staff members. For those reasons, they felt it was acceptable for staff to serve in these capacities.

December 30 board meeting: The December 30 board meeting will be held at 9:00 AM. Mark, Mari Anne, Sue and Anne-Marie will all be available for that meeting.

Wheatfield Expansion Project: The Board does not wish to help decide the *exact* location along Bierma Street of the 4 acres for which we have obtained an Option to Buy. They feel the architect, the property owner and library director are better able to make this decision.

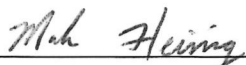
Health Insurance: The board suggested that we investigate the possibility of becoming a part of the Jasper County employees health insurance or the State health insurance, as another option if our Anthem policy remains too costly.

The Board commended P. Stringfellow and her staff on the successful Rensselaer

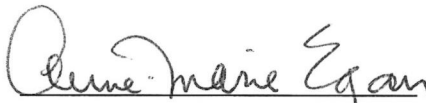
Library's 10th Birthday Celebration.

L. Daugherty asked the board's permission to serve as vice president, then president of the INCOLSA Executive Committee during the next two years, if slated and elected. The board feels it will benefit both the library and the library director and gave their permission.

Adjournment: The board adjourned at 7:45 PM on a motion by M. Crawford, seconded by M. Heinig.



Mark Heinig, Secretary



Attest: Anne-Marie Egan, President

December 2002

DEMOTTE

RENSSELAER

WHEATFIELD

Added Vols.	Withdrew Vols.	Circu- lation
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Added Vols.	Withdrew Vols.	Circu- lation
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Added Vols.	Withdrew Vols.	Circu- lation
----------------	-------------------	--------------------------

**Total
Circ.**

Fiction	14	0	1,731	50	117	1,832	19	0	694	4,257
Nonfiction	45	0	971	86	0	962	36	0	544	2,477

Fiction	26	0	1,592	45	6	1,333	51	0	700	3,625
Nonfiction	12	0	391	23	0	624	12	0	194	1,209

Fiction	7	0	108	20	0	219	3	0	107	434
Nonfiction	3	0	28	4	0	105	1	0	27	160

Magazines,Adult	591	292	193	1,076
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Magazines, Child	56	9	38	103
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Games, Toys	0	3	2	5
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Internet Use	191	490	160	841
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Sound Rec/Adult	11	0	406	35	0	609	4	0	246	1.261
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Sound Rec/Child	0	0	70	5	0	70	0	0	42	182
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[illegible]

Software	11	0	151	7	0	128	3	0	51	330
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Vertical Files	0	0	70	0	0	3	0	0	3	76
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VHS/DVD	12	0	1.351	30	0	1.925	9	0	769	4.045
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Equipment	7	0	0	7
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TOTAL	141	0	7,714	305	123	8,604	138	0	3,770	20,088
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[illegible]

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	53,479	63,848	30,617
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Percent Increase/Decrease	12.2%	3.3%	9.8%
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[illegible]

2001

2002

% change

Circulation	18,644	20,088	7.7%
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Jan. to date circulation	292,458	304,774	4.2%
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R
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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
12,879	12,893	12,459	12,392	7,677	7,696 Fiction
15,498	15,543	21,625	21,711	8,317	8,353 Nonfiction
					CHILDREN'S BKS
10,869	10,895	13,022	13,061	6,359	6,410 Fiction
8,313	8,325	8,289	8,312	3,947	3,959 Nonfiction
					YA BOOKS
1,860	1,867	2,446	2,466	1,302	1,305 Fiction
566	569	539	543	139	140 Nonfiction
					0 Magazines, Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
					Internet Use
1,287	1,298	2,009	2,044	1,336	1,340 Sound Rec/Adult
330	330	399	404	289	289 Sound Rec/Child
25	25	16	16	1	1 Online Databases
190	201	245	252	148	151 Software
					Vertical Files
1,519	1,531	2,475	2,505	962	971 VHS/DVD
2	2	2	2	2	2 Equipment
53,338	53,479	63,666	63,848	30,479	30,617 TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
December 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	9			9
Award Winner JFIC (DAJFIC)	9	1		10
Award Winner JNF (DAJNF)	3			3
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	4			4
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	25	5	2	32
Books on CD (DBKCD)	35			35
Books on Tape (DBKT)	99	2		101
Compact Disc (DCD)	247	15		262
DVD	393	5	1	399
Equipment (DEQP)	7			7
See librarian (DERR)				0
Express Book (DEXP)	38			38
Fiction (DFIC)	1309	38	23	1370
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	191			191
Juv. Biography (DJBIO)	15	2		17
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	50		1	51
Juv. Compact Disc (DJCD)	14		1	15
Juvenile Easy (DJE)	871	6		877
Juv. Easy Reader (DJER)	250			250
Juv. Fiction (DJFIC)	230	2	5	237
Juv. Holiday books (DJHOL)	9			9
Juv. Magazine (DJMAG)	56			56
Juv. Music Cassette (DJMC)	2			2
Juv. Nonfiction (DJNF)	328	9	2	339
Juv. Nonfic Text Bk (DJNFTB)	5			5
Juv. Paperback fic (DJPBF)	207	2		209
Juv. Reference (DJREF)	1			1
Large Print Fiction (DLPF)	83			83
Large Print Nonfic (DLPNF)	2			2
Magazine (DMAG)	588	9	3	600
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	840	28	26	894
Nonfiction VHS (DNFVHS)	46	1		47
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	16	2		18
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)				0
Spanish Collection (DSPA)	1			1
Software (DSWAR)	148	4		152
Vertical File (DVF)	30			30
VHS	897	4		901

YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)	3			3
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	28		3	31
YA Nonfiction (DYANF)	23			23
YA Paperback Fic (DYAPBF)	67	8		75
Award Winner JBIO (RAJBIO)		5		5
Award Winner JE (RAJE)		3		3
Award Winner JFIC (RAJFIC)		5		5
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		4		4
Award Winner YAFIC (RAYAF)	1	2		3
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	3	77	2	82
Books on CD (RBKCD)		69	1	70
Books on Tape (RBKT)	1	152	4	157
Compact Disc (RCD)	5	343	6	354
DVD	2	693		695
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		119	1	120
Fiction (RFIC)	56	1145	20	1221
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		3		3
Internet (RINTER)		490		490
Juv. Biography (RJBIO)	1	12		13
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)	2	53	1	56
Juv. Compact Disc (RJCD)		11		11
Juvenile Easy (RJE)	4	741	1	746
Juv. Easy Reader (RJER)	1	139		140
Juv. Fiction (RJFIC)	2	241	6	249
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		9		9
Juv. Music Cassette (RJMC)		5		5
Juv. Nonfiction (RJNF)	8	577	8	593
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	3	186	3	192
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	4	48		52
Large Print Nonfic (RLPNF)		2		2
Magazine (RMAG)		283		283
Music Cassette (RMCAS)		1		1
Nonfiction (RNFIC)	25	734	13	772
Nonfiction VHS (RNFVHS)		49	4	53
Professional Coll. (RPRO)	2			2
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		7		7
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		24		24
Software (RSWAR)	1	120		121
Vertical File (RVF)		3		3

VHS	5	1165	1	1171
YA Biography (RYAB)		11		11
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		7		7
YA Fiction (RYAF)	5	95	2	102
YA Nonfiction (RYANF)	2	92		94
YA Paperback Fic (RYAPBF)	1	113		114
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			9	9
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WJPBF)				0
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	3	3	26	32
Books on CD (WBKCD)	2	1	10	13
Books on Tape (WBKT)	5	4	72	81
Compact Disc (WCD)	9	8	151	168
DVD	1	1	246	248
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	52	27	529	608
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			160	160
Juv. Biography (WJBIO)		1	5	6
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)			26	26
Juv. Compact Disc (WJCD)			8	8
Juvenile Easy (WJE)	1	1	433	435
Juv. Easy Reader (WJER)		2	94	96
Juv. Fiction (WJFIC)	3		86	89
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			38	38
Juv. Music Cassette (WJMC)		1	5	6
Juv. Nonfiction (WJNF)	5	8	179	192
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	2		63	65
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1		3	4
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	3		190	193
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	13	17	406	436
Nonfiction VHS (WNFVHS)			20	20
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			3	3
Software (WSWAR)	2	4	51	57

Vertical File (WVF)			2	2
VHS	7	7	497	511
YA Biography (WYAB)			2	2
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	2		41	43
YA Nonfiction (WYANF)	2	2	25	29
YA Paperback Fic (WYAPBF)			60	60
TOTAL	7429	8070	3586	19085

CIRCULATION BY HOLDINGS CODE
September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	5	0	5
Award Winner JE (AJE)	9	3	9	21
Award Winner JFIC (AJF)	9	6	0	15
Award Winner JNF (AJNF)	3	1	0	4
Award Winner JPFIC (AJPF)	0	4	0	4
Award Winner YAFIC (AYAF)	5	2	1	8
Award Winner YAPFIC (YAYPBF)	0	1	0	1
Biography (BIO)	31	85	30	146
Books on CD (BKCD)	37	70	11	118
Books on Tape (BKT)	105	165	76	346
Compact Disc (CD)	261	366	157	784
DVD	396	699	247	1342
Equipment (EQP)	7	0	0	7
See librarian (ERR)	0	0	0	0
Express Book (EXP)	38	119	1	158
Fiction (FIC)	1417	1210	572	3199
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	3	0	3
Internet (INTR)	191	490	160	841
Juv. Biography (JBIO)	16	15	5	36
Juv. Book on CD (JBKD)	2	0	0	2
Juv. Book on Tape (JBKT)	52	53	28	133
Juv. Compact Disc (JCD)	14	11	9	34
Juvenile Easy (JE)	876	748	434	2058
Juv. Easy Reader (JER)	251	141	94	486
Juv. Fiction (JFIC)	235	243	97	575
Juv. Holiday (JHOL)	9	0	0	9
Juv. Magazine (JMAG)	56	9	38	103
Juv. Music Cassette (JMC)	2	6	5	13
Juv. Nonfiction (JNF)	341	594	189	1124
Juv. Nonfic Text Bk (JNFT)	5	0	0	5
Juv. Paperback fic (JPBF)	212	188	66	466
Juv. Reference (JREF)	1	0	0	1
Large Print Fiction (LPF)	88	48	3	139
Large Print Nonfic (LPNF)	2	2	3	7
Magazine (MAG)	591	292	193	1076
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	878	779	445	2102
Nonfiction VHS (NFVH)	46	50	24	120
Professional Coll. (PROF)	2	0	0	2

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	16	9	0	25
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	57	72	63	192
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	1	24	3	28
Software (SWAR)	151	128	51	330
Vertical File (VF)	70	3	3	76
VHS	909	1176	498	2583
YA Biography (YAB)	1	11	2	14
YA Books on CD (YABKCD)	3	0	0	3
YA Books on Tape (YABKT)	0	7	2	9
YA Fiction (YAF)	35	95	46	176
YA Nonfiction (YANF)	27	94	25	146
YA Paperback Fic (YAPBF)	68	121	60	249
				0
Free reads	188	455	118	761
Puzzles			2	2
Talking books				0
Assignment Shelf Books				0
TOTAL	7714	8604	3770	20088

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1731	1832	694	4257
Nonfiction	971	962	544	2477
CHILDREN'S BOOKS				
Fiction	1592	1333	700	3625
Nonfiction	391	624	194	1209
YA BOOKS				
Fiction	108	219	107	434
Nonfiction	28	105	27	160
Magazines, Adult	591	292	193	1076
Magazines, Children	56	9	38	103
Games, Toys	0	3	2	5
Internet use	191	490	160	841
Sound Recordings, adult	406	609	246	1261
Sound Recordings, ch	70	70	42	182
Online databases	0	0	0	0
Software	151	128	51	330
Vertical file	70	3	3	76
VHS/DVD	1351	1925	769	4045
Equipment	7	0	0	7
Total	7714	8604	3770	20088

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

December 2002

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	101	22	110	24	130	28	341	74
LOCAL HISTORY								
In person	2	1	17	5		0	19	5
Letters written	1	1	8	8		0	9	9
IN-HOUSE USE - HARDWARE/SOFTWARE								
Computer software used	21	2	62	5	28	2	111	9
VCR Use	2	0	1	0		0	3	0
Microforms		0	65	9		0	65	9
CD ROM/Online databases	89	7	170	14	44	4	303	25
Typewriter use	2	0		0	2	0	4	0
Other equipment used		0	2	1		0	2	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	6	4	6	4		0	12	8
Notarized documents	3	1	3	1	1	0	7	2
Meeting Room Use (no. of groups)	51	17	13	4	18	6	82	27
Study room use	17	1	35	3		0	52	4
INTERLIBRARY LOANS								
Requests made for:	72	18	106	27	43	11	221	55
Items rec'd for:	57	29	72	36	63	32	192	96
Items requested by other libraries	6		5		3		14	
Items supplied to other libraries	6	3	5		3	2	14	7

REGISTRATIONS

Total Borrowers	8354	8569	3422	20345
Non-resident, paying	9	24	2	35
PLAC card users	0	3	0	3
Reciprocal borrowers	501	334	26	861

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	0	0	3	18		0	3	18
Children's Programs (0-13)	16	96	9	54		0	25	150
Number attending	308		140				448	
YA Programs (14-17)	3	18	1	6		0	4	24
Number attending	32		30				62	
Adult Programs	1	6	4	24	1	6	6	36
Number attending	43		39		5		87	
Senior Citizen Programs	0	0	3	18	1	6	4	24
Number attending	0		23		6		29	
Total Number of Programs	20	120	20	120	2	12	42	252
Total Persons Attending	383		232		11		626	
Total Attending Same Month Last Yr.	396		139		47		582	
Total Staff Hours Spent		226		260		96		584
Hours Spent Same Month last year		206		136		73		415

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5582	73.8%	6044	73.1%	2895	79.6%	14521	74.6%
Corporate	24	0.3%	59	0.7%	8	0.2%	91	0.5%
Juvenile 0-11	831	11.0%	908	11.0%	232	6.4%	1971	10.1%
Nonresident No Fee	71	0.9%	254	3.1%	232	6.4%	557	2.9%
Nonresident Fee		0.0%	19	0.2%	4	0.1%	23	0.1%
Reciprocal	421	5.6%	119	1.4%	0	0.0%	540	2.8%
School	5	0.1%	5	0.1%	0	0.0%	10	0.1%
St. Joseph College	4	0.1%	71	0.9%	0	0.0%	75	0.4%
State Library Card		0.0%		0.0%	0	0.0%	0	0.0%
Staff	458	6.1%	532	6.4%	205	5.6%	1195	6.1%
YA 12-17	168	2.2%	259	3.1%	62	1.7%	489	2.5%
Total	7564		8270		3638		19472	
All items borrowed by nonresidents	501	6.6%	468	5.7%	236	6.5%	1205	6.2%

Salary Ordinance 2003
12/30/2002

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Beedle, Marlene	Specialist 1	\$12.53	\$20,849.92	32	D	1/8/1992		8
Broholm, Melanie	Page	5.85/5.95/6.05	\$2,633.31	8.5	W	9/2/2002	3/16,9/16	1b,c,2
Brown, Glenda	Specialist 2	\$13.26	\$27,580.80	40	R	4/25/1988		8
Carr, Renee	Specialist 1	\$13.05	\$21,715.20	32	D	2/1/1990		9
Cavinder, Rachael	Lib. Asst 2	\$11.18	\$13,952.64	24	D	4/93;6/00		7
Chalik, Jacob	Page	5.85/5.95/6.05	\$2,633.31	8.5	W	9/2/2002	3/16,9/16	1b,c,2
Cly, Chris	Clerk	\$8.84	\$15,169.44	33	R	9/1/1999		5
Daugherty, Lynn	Director	\$24.20	\$50,336.00	40	R	1/17/1983		
Davis, Lisa	Lib. Asst II/Bkpr	\$12.22	\$25,417.60	40	R	8/21/1995		9
Delger, Kim	Clerk	\$7.40	\$4,617.60	12	D	1/1/2002		2
Edgman, Matthew S.	Page	5.95/6.05	\$3,762.00	12	D	8/13/2001	3/16	1c,2
Evers, Jennifer	Librarian 3 (Tech)	\$17.68	\$36,774.40	40	R	12/15/1998		7
Fagen, Charlotte	Specialist 3	\$14.51	\$26,408.20	35	D	9/1/1983		9
Fraley, Rebecca	Page	5.95,6.05	\$3,120.00	10	D	7/1/2002	1/1, 7/1	1c,2
Gibson, Rebecca	(Librarian 1)	\$14.82	\$30,825.60	40	D	7/17/2000		6
Graf, Beth Morris	Clerk	7.25/7.40	\$4,583.40	12	R	12/20/2001	5/16	1c,2
Havens, Denise	Clerk	\$7.40	\$4,617.60	12	D	1/18/2001		2
Havens, Heather	Page (sub)	\$5.75			D	7/9/2002		1a
Howard, Rose	Janitor	\$12.00	\$17,472.00	28	D,W	6/28/1986		longevity
Jung, Gail	Business Mgr	\$15.08	\$31,366.40	40	R	8/17/1992		11
Kaluf, Jean	Lib. Asst 1	\$8.32	\$5,191.68	12	D	10/7/2002		3
Kenning, Amy	Page	5.95/6.05	\$3,128.00	10	R	4/22/2002	5/1	1c,2
Kenny, Diana	Librarian I	\$15.86	\$29,689.92	36	W	5/6/1988		8
Kos, Diane	Specialist 3	\$13.99	\$25,461.80	35	W	8/20/1985		8
Lagestee, Sandi	Clerk	\$7.40	\$4,617.60	12	D	1/1/2002		2
Maxwell, Sheila	Systems Admin.	\$19.24	\$40,019.20	40	R	7/21/1997		10
Mays, Kris	(Lib. Asst 2)	\$11.18	\$23,254.40	40	R	2/11/1997		7
Molenaar, Mary	Lib. Asst 1	\$8.32	\$17,305.60	40	R	2/12/2001		3
Mulvahill, Kara	Page	5.85/5.95/6.05	\$3,106.00	10	R	8/6/2002	2/16,8/16	1b,c,2
Opolski, Diane	Library Asst 1	\$10.75	\$17,888.00	32	W	12/18/1995		longevity
Pullins, Amber	Lib. Asst 1	\$11.00	\$22,880.00	40	R	3/14/1990		Longevity
Roberts, Kimberly	Page	5.85/5.95/6.05	\$3,107.00	10	R		4/1, 7/1	1b,c,2
Salyer, Beth	Clerk	\$8.32	\$5,191.68	12	R	3/6/2000		4
Saxon, Jackie	Librarian 1	\$15.34	\$27,918.80	35	R	5/21/1996		7
Scholl, Elizabeth	Page	5.85/5.95/6.05	\$3,107.00	10	R	9/10/2002	3/16,9/16	1b,c,2
Schulenberg, Sharon	Spec. Serv Lib	\$15.03	\$27,354.60	35	R	11/11/1968		10
Speacht, Nanette	Lib. Asst 1	\$8.84	\$9,193.60	20	W	5/2/1998		4
Standish, Jack	Janitor/Maint	\$12.74	\$19,211.92	29	R	1/17/1994		8
Stringfellow, Patricia	Libn 3	\$16.12	\$33,529.60	40	R	5/12/1997		4
Stubblefield, Vickie	Lib. Asst 1	\$8.32	\$13,844.48	32	D	9/26/2000		3
Tachtiris, Jill	Specialist 2	\$13.26	\$27,580.80	40	D	8/22/1984		8
Thompson, Linda	Lib. Asst I	\$9.88	\$14,385.28	28	W	5/13/1997		6
Vis, Virginia	Janitor	\$10.92	\$9,085.44	16	D,W	7/23/1996		6
Vis, Virginia	Clerk	\$7.80	\$8,112.00	20	D	7/23/1996		3
Warran, Cheryl	Janitor (sub)	\$8.50	\$525.00	5 per mo	D,W	1/14/2002		1
Weed, Kathryn	Librarian 2	\$14.56	\$30,284.80	40	R	2/22/1999		4
Whitlow, Emily	Floater/Lib Asst I	\$10.30	\$13,390.00	25	D,R,W	9/13/1999		6,4
Woods, Peggy	Specialist 2	\$12.74	\$26,499.20	40	R	2/1/1994		7
Wynkoop, Dana	Page	\$6.35	\$3,962.40	12	D	8/7/2000		3
	Page	5.95/6.05	Sub		R			
	Page (added hrs)	\$6.05	\$912.34	2.9	D,R,W			2
TOTAL			\$813,573.56					

We have examined and approved the year 2003 Jasper County Public Library Salary Ordinance on the previous page totaling \$813,573.56. Dated January 13, 2003.

Renee Marie Egan

Timothy H. Schultz

Susan Deardorff

Mark Heiny

Director's Financial Report 2002

In 2002 we started the year with \$1,030,523 in the coffers and ended the year with 'All Funds' showing \$1,309,058, an increase of \$278,535. The Operating and Capital Projects Fund are the major recipients of this increase.

OPERATING FUND:

Receipts	\$1,631,758
Disbursements	<u>\$1,497,821</u>
Net Gain	\$ 133,937

CAPITAL PROJECTS FUND:

Receipts	\$179,424
Disbursements	<u>\$ 30,000</u>
Net Gain	\$149,424

We spent 97.1% of our Operating Fund budget leaving a balance of \$44,056. We did have several larger expenditures that were not anticipated in 2002, and took some careful planning to stay within budget. In the past we have tried to spend no more than 92% of the budget amount.

We did not invest in CD's again this year as interest rates continued to remain below the interest earned through our repurchase (sweep) account. The repurchase account interest hovered between 2.37% and 2.23% during the first 9 months of the year and in the last three months steadily decreasing to 1.93%. Total interest posted to All Funds was \$21,783. Operating fund interest was \$15,478 and CPF earned \$6,305. This was well below total interest in 2001 by about \$7,000.

The library has a good beginning balance for 2003 Operating Fund of \$763,077. However, tax distributions may not be forthcoming until late summer or early fall according to the county auditor. CAGIT distribution in May will help us meet expenses through this period.

**ACCOUNTING PRACTICES
FOR
Year 2003**

Interest from the Operating Fund and BIRF will be credited to the Operating Fund. LIRF (Library Improvement Reserve Fund) will be separately invested and interest credited to LIRF.

Tim Schultz will hold the office of Assistant Board Treasurer and be bonded as is the Treasurer.

DeMotte State Bank and Peoples State Bank are designated as the library's depositories. The majority of the library's funds will be deposited in Peoples State Bank. A threshold amount is retained in a checking account there to offset bank charges; the remainder is invested in a Repurchase Agreement.

The Director is authorized to invest library funds in Certificates of Deposit when she deems it to be in the best interests of the Library.

Mileage will be paid at the IRS approved rate.

The Library will pay \$297.32 per month of an eligible employee's health insurance premium through Anthem Blue Cross/Blue Shield and all but \$1.00 of the accompanying life insurance policy for all eligible employees.

Electronic fund transfers will be used to pay state, county and federal payroll taxes. They may also be used as an emergency measure when the library is unable to make a timely contractual payment by check.

The Director may dispose of unwanted or inoperable library property without board approval as long as it has a value of \$1000 or less per item, with a cumulative value of no more than \$5000.

RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the Jasper County Public Library must pay its bills on time and the Jasper County Public Library board requests that all bills be paid by their due date, Jasper County Public Library board approves the following types of disbursements be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 20-14-3-14(b).

- (1) Property or services purchased or leased from the United States government or its agencies and the state, its agencies, or its political subdivision.
- (2) Dues, subscriptions, and publications.
- (3) License or permit fees.
- (4) Insurance premiums.
- (5) Utility payments or connection charges.
- (6) Federal grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
- (7) Grants of state funds authorized by statute.
- (8) Maintenance and service agreements.
- (9) Legal retainer fees.
- (10) Conference fees.
- (11) Expenses related to the educational or professional development of an individual employed by the library board, including:
 - (A) inservice training;
 - (B) attending seminars or other special courses of instruction; and
 - (C) tuition reimbursement; if the library board determines that the expenditures under this subdivision directly benefit the library.
- (12) Leases or rental agreements.
- (13) Bond or coupon payments.
- (14) Payroll costs.
- (15) State, federal, or county taxes.
- (16) Expenses that must be paid because of emergency circumstances.
- (17) Other expenses described in another library board resolution.

The Jasper County Public Library board requests that each payment of expenses lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the State Board of Accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 13th day of January, 2003.

NAY

AYE

Gene-marie Egan
Timothy M. Schell
Susan A. Deardorff
Mike Heining

ATTEST:

Joan C. Hays
Secretary of Appropriating Body

JCPL FINANCIAL STATEMENT

December 31, 2002

	<u>Beginning 2002 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$629,140.15	\$141,802.31	\$1,497,821.20	\$405,401.59	\$1,631,758.08	\$763,077.03
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
Gift Fund	\$3,572.06	\$0.00	\$7,418.00	\$290.00	\$5,928.25	\$2,082.31
DeMotte	\$479.94	\$0.00	\$4,006.91	\$250.00	\$4,048.61	\$521.64
Rensselaer	\$2,252.64	\$0.00	\$2,490.65	\$40.00	\$1,688.64	\$1,450.63
Wheatfield	\$839.48	\$0.00	\$920.44	\$0.00	\$191.00	\$110.04
Library Improvement Reserve Fund	\$47,593.91	\$0.00	\$0.00	\$45,047.89	\$45,743.80	\$93,337.71
Bond & Interest Redemption Fund	\$110,881.49	\$376,097.50	\$437,745.00	\$208,907.07	\$387,044.83	\$60,181.32
Includes Investments of:						
Capital Projects Fund	\$231,687.24	\$807.00	\$30,000.00	\$84,704.91	\$179,423.75	\$381,110.99
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$797.93	\$0.00	\$797.93	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,799.45	\$61,339.15	\$4,799.45	\$61,339.15	\$0.00
FICA Tax Collected	\$0.00	\$4,534.64	\$56,107.70	\$4,534.64	\$56,107.70	\$0.00
State Tax Collected	\$1,844.37	\$2,084.36	\$23,908.87	\$1,928.96	\$23,993.46	\$1,928.96
County Tax Collected	\$507.51	\$580.98	\$6,655.57	\$535.57	\$6,683.63	\$535.57
Deferred Comp.	\$0.00	\$4,351.08	\$47,807.63	\$4,351.08	\$47,807.63	\$0.00
#125 Pre-tax Plan	\$0.00	\$2,699.75	\$35,370.89	\$2,699.74	\$35,370.89	\$0.00
Employee Health/Life Insur.	\$0.00	\$17.80	\$218.60	\$17.80	\$218.60	\$0.00
Employee P.E.R.F.	\$5,086.23	\$0.00	\$24,047.79	\$2,125.80	\$25,555.19	\$6,593.63
Credit Union	\$0.00	\$450.00	\$4,350.00	\$450.00	\$4,350.00	\$0.00
TOTAL ALL FUNDS.....	\$1,030,522.96	\$538,224.87	\$2,233,638.33	\$765,794.50	\$2,512,172.89	\$1,309,057.52

Bank Balances
Jasper County Public Library
Report as of: 12/31/2002

<i>Bank</i>		
1	Peoples State Bank	\$1,213,034.42
2	Demotte State Bank	\$2,475.39
3	Lafayette Bank & Trust-LIRF	\$93,337.71
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,309,057.52</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$10,966.50	PFEED - Prec. Control A/P#57, Pd 1/14
3/5/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$39,879.00	PFEED - Area Sheet Metal A/P#20, Pd 1/14
5/13/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,350.00	Repairs to light pole-Herrman & Goetz-A/P#368
5/13/2002	100 OPERATING FUND	3.95 BOOK REIMBURSEMENT	\$45.96	John Rush-found lost book refund;A/P#378
6/17/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$1,599.60	COBRA Reimbursement-Filson Jan-Jun '02
7/8/2002	100 OPERATING FUND	3.22 POSTAGE	\$60.36	UPS charges reimbursed on A/R #389 - Sales of Okidata Printer & A/R #390 Alpha Server
7/8/2002	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$4,000.00	Transfer per Board Approval-Security camera & fencing-Dem
7/8/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$4,000.00)	Transfer per Board Approval-Security camera & fencing-Dem
7/15/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$1,218.50	PFEED-Prec. Control A/P #476, Pd 6/10
7/22/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$232.20	COBRA Reimbursement-Filson, July 02.
7/29/2002	100 OPERATING FUND	3.61 BUILDING & STRUCTURES	\$4,431.00	PFEED-Area Sheet Metal A/P#522, Pd 7/8
8/20/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.-INS.	\$34.40	COBRA Reimbursement-Filson July '02 Balance
8/29/2002	100 OPERATING FUND	3.22 POSTAGE	\$8.62	UPS charges reimbursed on A/R #395-Sale of DEC Server
10/7/2002	100 OPERATING FUND	3.22 POSTAGE	\$70.76	UPS charges reimbursed on A/R #391, #394, #396-Sale of Equipment
10/7/2002	100 OPERATING FUND	3.22 POSTAGE	\$76.55	UPS charges reimbursed on A/R #388, #392, #393-#395Sale of Equipment
10/14/2002	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	(\$5,000.00)	Per Board Approval 10/14/02
10/14/2002	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$5,000.00	Per Board Approval 10/14/02
12/10/2002	100 OPERATING FUND	5.16 BANK TRANSFERS	\$10,000.00	Bank Transfer Error
12/30/2002	100 OPERATING FUND	3.26 NETWORKING	\$3,665.63	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.51 GAS	(\$12,706.75)	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.42 OTHER INSURANCE	\$12,706.75	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.12 ENGINEERING & ARCH. SERVICES	(\$7,207.35)	Board Approved Change-12.30.02 Mtg.
12/30/2002	100 OPERATING FUND	3.53 WATER	\$60.58	board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	4.51 BOOKS	(\$5,367.42)	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.14 OTHER PROFESSIONAL SERVICES	\$3,541.72	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	2.23 OTHER OPERATING SUPPLIES	(\$1,461.74)	Board Approved Change-12/30/02 Mrg.
12/30/2002	100 OPERATING FUND	3.91 DUES	\$470.52	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	1.21 EMPLOYER'S SHARE-FICA	(\$2,338.30)	Board Approved Change-12/30/02 Mtg
12/30/2002	100 OPERATING FUND	2.13 OTHER OFFICE SUPPLIES	\$1,461.74	Board Approved Change-12/30/02 Mtg
12/30/2002	100 OPERATING FUND	3.62 EQUIPMENT	(\$583.08)	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.98 MAINTENANCE/SERVICE CONTRACTS	\$4,488.04	board Approved Change-12/30/02 Mtg.

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
12/30/2002	100 OPERATING FUND	3.52 ELECTRICITY	(\$4,488.04)	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	4.1 LAND	\$1,000.00	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$1,000.00)	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	3.54 WASTE DISPOSAL SERVICES	\$51.98	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	1.24 EMPLOYER'S CONTRIB.- INS.	\$4,389.32	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	1.13 WAGES OF JANITORS	(\$3,760.79)	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	1.22 UNEMPLOYMENT COMPENSATION	\$978.10	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	1.12 SALARY OF ASSISTANTS	\$7,447.96	Board Approved Change-12/30/02 Mtg.
12/30/2002	100 OPERATING FUND	1.23 EMPLOYER'S CONTRIB.- PERF	(\$1,348.87)	Board Approved Change-12/30/02 Mtg.

FINAL YEAR-END

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 12/1/2002 To 12/31/2002**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
1. Personal Services							
1.1 SALARIES AND WAGES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
1.11 SALARY OF LIBRARIAN	\$48,776.00	\$0.00	\$48,776.00	\$4,064.66	\$48,710.92	\$65.08	99.9
1.12 SALARY OF ASSISTANTS	\$672,085.00	\$7,447.96	\$679,532.96	\$54,745.73	\$679,532.96	\$0.00	100.0
1.13 WAGES OF JANITORS	\$44,317.00	(\$3,760.79)	\$40,556.21	\$3,165.63	\$40,556.21	\$0.00	100.0
1.21 EMPLOYER'S SHARE-FICA	\$58,446.00	(\$2,338.30)	\$56,107.70	\$4,534.64	\$56,107.70	\$0.00	100.0
1.22 UNEMPLOYMENT COMPENSATION	\$513.00	\$978.10	\$1,491.10	\$0.00	\$1,491.10	\$0.00	100.0
1.23 EMPLOYER'S CONTRIB.- PERF	\$37,372.00	(\$1,348.87)	\$36,023.13	\$0.00	\$35,759.68	\$263.45	99.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$34,848.00	\$6,255.52	\$41,103.52	\$3,250.76	\$41,103.52	\$0.00	100.0
1.31 OTHER PERSONAL SERVICES	\$750.00	\$0.00	\$750.00	\$0.00	\$387.25	\$362.75	51.6
Subtotal	\$897,107.00	\$7,233.62	\$904,340.62	\$69,761.42	\$903,649.34	\$691.28	99.9
2. Supplies							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$68.32	\$170.23	\$579.77	22.7
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$352.95	\$97.05	78.4
2.13 OTHER OFFICE SUPPLIES	\$6,500.00	\$1,461.74	\$7,961.74	\$488.67	\$7,961.74	\$0.00	100.0
2.21 CLEANING & SANITATION SUPPLIES	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$3,754.61	\$445.39	89.4
2.22 FUEL, OIL & LUBRICANTS	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$4,000.00	(\$1,461.74)	\$2,538.26	\$270.53	\$2,106.59	\$431.67	83.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$848.75	\$351.25	70.7
2.32 PAINT AND PAINTING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$372.06	\$27.94	93.0
2.41 LIBRARY SUPPLIES	\$12,615.00	\$0.00	\$12,615.00	\$439.80	\$9,708.81	\$2,906.19	77.0
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$83.11	\$66.89	55.4
Subtotal	\$30,275.00	\$0.00	\$30,275.00	\$1,267.32	\$25,358.85	\$4,916.15	83.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.12 ENGINEERING & ARCH. SERVICES	\$10,000.00	(\$7,207.35)	\$2,792.65	\$0.00	\$2,212.50	\$580.15	79.2
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$8,541.72	\$14,541.72	\$30.00	\$14,541.72	\$0.00	100.0
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$295.65	\$4,869.15	\$2,130.85	69.6
3.22 POSTAGE	\$5,000.00	\$216.29	\$5,216.29	\$0.00	\$4,948.92	\$267.37	94.9
3.23 MILEAGE	\$8,000.00	\$0.00	\$8,000.00	\$738.30	\$7,666.28	\$333.72	95.8
3.24 PROFESSIONAL MEETINGS	\$9,000.00	\$0.00	\$9,000.00	\$139.33	\$7,361.83	\$1,638.17	81.8
3.25 FREIGHT	\$3,400.00	\$0.00	\$3,400.00	\$73.96	\$2,407.51	\$992.49	70.8
3.26 NETWORKING	\$5,500.00	\$3,665.63	\$9,165.63	\$714.64	\$9,165.63	\$0.00	100.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,434.78	\$65.22	95.7
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$14.00	\$503.51	\$46.49	91.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00	50.0
3.42 OTHER INSURANCE	\$12,500.00	\$12,706.75	\$25,206.75	\$0.00	\$25,206.75	\$0.00	100.0
3.51 GAS	\$36,000.00	(\$12,706.75)	\$23,293.25	\$4,285.63	\$16,833.59	\$6,459.66	72.3
3.52 ELECTRICITY	\$46,000.00	(\$4,488.04)	\$41,511.96	\$4,546.38	\$40,641.77	\$870.19	97.9
3.53 WATER	\$950.00	\$60.58	\$1,010.58	\$189.33	\$1,010.58	\$0.00	100.0
3.54 WASTE DISPOSAL SERVICES	\$2,365.00	\$51.98	\$2,416.98	\$271.30	\$2,416.98	\$0.00	100.0
3.61 BUILDING & STRUCTURES	\$46,000.00	\$57,845.00	\$103,845.00	\$4,827.55	\$96,433.25	\$7,411.75	92.9
3.62 EQUIPMENT	\$2,000.00	(\$583.08)	\$1,416.92	\$0.00	\$1,282.15	\$134.77	90.5
3.72 EQUIPMENT RENTALS	\$230.00	\$0.00	\$230.00	\$9.95	\$201.40	\$28.60	87.6
3.91 DUES	\$2,600.00	\$470.52	\$3,070.52	\$0.00	\$3,070.52	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$50,000.00	(\$5,000.00)	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00	100.0
3.95 BOOK REIMBURSEMENT	\$100.00	\$45.96	\$145.96	\$0.00	\$85.60	\$60.36	58.6
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$51,872.00	(\$511.96)	\$51,360.04	\$5,090.74	\$51,360.04	\$0.00	100.0
Subtotal	\$309,087.00	\$53,107.25	\$362,194.25	\$66,226.76	\$338,754.46	\$23,439.79	93.5

Appropriation Report for**120.03 RENS & DEM BOND AND INT****Jasper County Public Library****Report Date: From 12/1/2002 To 12/31/2002**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$550.00	\$0.00	\$550.00	\$0.00	\$550.00	\$0.00	100.0
3.81 PAYMENT OF BONDS	\$315,000.00	\$0.00	\$315,000.00	\$315,000.00	\$315,000.00	\$0.00	100.0
3.82 INTEREST-BONDS	\$122,195.00	\$0.00	\$122,195.00	\$61,097.50	\$122,195.00	\$0.00	100.0
Subtotal	\$437,745.00		\$437,745.00	\$376,097.50	\$437,745.00	\$0.00	100.0
Grand Total	\$437,745.00	\$0.00	\$437,745.00	\$376,097.50	\$437,745.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	100.0
4.4 FURNITURE & EQUIPMENT	\$19,685.00	\$4,000.00	\$23,685.00	(\$807.00)	\$16,142.86	\$7,542.14	68.2
4.51 BOOKS	\$145,400.00	(\$5,367.42)	\$140,032.58	\$3,687.01	\$136,398.65	\$3,633.93	97.4
4.52 PERIODICALS & NEWSPAPERS	\$24,000.00	\$0.00	\$24,000.00	\$816.46	\$21,904.31	\$2,095.69	91.3
4.53 NONPRINTED MATERIALS	\$56,350.00	\$0.00	\$56,350.00	\$850.34	\$54,612.73	\$1,737.27	96.9
Subtotal	\$245,435.00	(\$367.42)	\$245,067.58	\$4,546.81	\$230,058.55	\$15,009.03	93.9
Grand Total	\$1,481,904.00	\$59,973.45	\$1,541,877.45	\$141,802.31	\$1,497,821.20	\$44,056.25	97.1

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

130 LIRF FUND

Jasper County Public Library

Report Date: From 12/1/2002 To 12/31/2002

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.61 BUILDING & STRUCTURES	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Subtotal	\$70,000.00		\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0
Grand Total	\$70,000.00	\$0.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**160 CAPITAL PROJECTS FUND****Jasper County Public Library****Report Date: From 12/1/2002 To 12/31/2002**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. <i>Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$8,600.00	\$0.00	\$8,600.00	\$0.00	\$8,600.00	\$0.00	100.0
Subtotal	\$8,600.00		\$8,600.00	\$0.00	\$8,600.00	\$0.00	100.0
4. <i>Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$17,300.00	\$0.00	\$17,300.00	\$807.00	\$17,300.00	\$0.00	100.0
4.53 NONPRINTED MATERIALS	\$4,100.00	\$0.00	\$4,100.00	\$0.00	\$4,100.00	\$0.00	100.0
Subtotal	\$21,400.00		\$21,400.00	\$807.00	\$21,400.00	\$0.00	100.0
Grand Total	\$30,000.00	\$0.00	\$30,000.00	\$807.00	\$30,000.00	\$0.00	100.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 12/1/2002 To 12/31/2002

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21512	954	A.E. BOYCE CO., INC.	12/9/2002	General Receipts #3301-3600	\$68.32
21513	955	AL'S CONSTRUCTION, INC.	12/9/2002	Replace broken masonry cap	\$175.00
21514	956	ALA/BOOKLIST	12/9/2002	Booklist to 12/04-Ren	\$159.90
21515	957	ALEXANDER HAMILTON INSTI	12/9/2002	Annual Subscription Payroll Legal Alert	\$138.00
21516	958	BAKER & TAYLOR	12/9/2002	Books, Continuations, AV	\$2,572.48
21517	959	BAKER & TAYLOR ENTERTAIN	12/9/2002	Video	\$21.59
21518	960	BANK ONE TRUST COMPANY,	12/9/2002	Bond Payment due 1/1/03	\$376,097.50
21519	961	BROWN'S GARDEN & FLORAL	12/9/2002	Mulch, 6 Arborvitea, Crimson Cloud Hawthorn & Thunderchild Crab Tree	\$628.80
21520	962	CULLIGAN	12/9/2002	Water & Cooler Rental-Wheat	\$64.40
21521	963	D & J LAWN CARE, INC.	12/9/2002	Pull weeds & 7 Mowing; 7/24 -10/14, Pruning 9/9, Landscaping; 10 Junipers, stone & mulch	\$1,655.00
21522	964	DIANA KOOY	12/9/2002	Mileage; deposits, branch counterparts mtg.	\$34.68
21523	965	GA FOODS GROUP	12/9/2002	Program supplies & 10 yr. Celebration Supplies-R	\$65.19
21524	966	GAIL JUNG	12/9/2002	Bookkeeping Wrkshp Mileage & Expense 11/19/02	\$38.92
21525	967	GALE GROUP	12/9/2002	Continuations-Something About Author, Publishers Brdcast. Media Directory	\$885.42
21526	968	GENEALOGY.COM	12/9/2002	Family Tree Maker CD-Rom Upgrade	\$30.99
21527	969	HERITAGE OFFICE PRODUCT	12/9/2002	Rens. & Dem. Copier Service Contracts	\$1,101.59
21528	970	INFORMATION TODAY	12/9/2002	Literary Market Place	\$305.05
21529	971	INGRAM	12/9/2002	Books	\$84.46
21530	972	INSPIRATIONAL DISTRIBUTOR	12/9/2002	Books	\$98.53
21531	973	JASPER COUNTY HOSPITAL	12/9/2002	Quality Water Test-Demotte	\$30.00
21532	974	JEAN KALUF	12/9/2002	Mileage-ESL & school visit	\$4.38
21533	975	JENNIFER L. EVERS	12/9/2002	Mileage & Registration IOLUG 11/15/02	\$120.19
21534	976	JILL TACHTIRIS	12/9/2002	Mileage-Ref. Wrkshp & Counterparts	\$118.99
21535	977	K.V.ELECTRIC	12/9/2002	Repair outside lights, Replace Fixture lens-Dem	\$145.00
21536	978	KATHRYN B. WEED	12/9/2002	Mileage-Incolsa Mtg. 10/16/02	\$73.00
21537	979	KOLORTECH, INC.	12/9/2002	Circular bulbs	\$50.53
21538	980	LANDMARK AUDIOBOOKS	12/9/2002	3 Replacement tapes-Woman Betrayed(#3), Last Precinct (#5 & #8) Ren	\$15.00
21539	981	LISA DAVIS	12/9/2002	Bookkeeping Wrkshp Expense & Supplies for 10 yr. Party- Rens	\$7.32
21540	982	LONG'S	12/9/2002	Fabric for Quilt-10 yr. Celebration; Rens	\$29.50
21541	983	LYNN DAUGHERTY	12/9/2002	Mileage-checks, brd mtg, mngmnt mtg., planning mtg., director's mtg.	\$91.98
21542	984	PATTY STRINGFELLOW	12/9/2002	Mileage-Mgmt. Mtg., Planning Mtg., FOL Mtg., Wheatfield Christmas	\$57.67
21543	985	PETERSON'S	12/9/2002	Books	\$38.85
21544	986	PLATINUM PLUS FOR BUSINE	12/9/2002	Leadership Conference 10/30/02-Daugherty, Frank	\$72.45
21545	987	PROQUEST INFORMATION & L	12/9/2002	Microfilm-Rens. Republican 5/1/02-8/31/02	\$83.16
21546	988	QUILL	12/9/2002	Tape, Report folders, toner & inkjet cartridges, copy paper, binder, yellow labels	\$488.67
21547	989	RACHAEL CAVINDER	12/9/2002	Mileage-Marketing mtg.	\$16.06
21548	990	RECORDED BOOKS, LLC	12/9/2002	Audio books	\$380.80
21549	991	REGENT BOOK CO., INC.	12/9/2002	Continuations	\$71.67
21550	992	RENEE CARR	12/9/2002	Mileage-Walking books; 10/17 & 11/21	\$11.68
21551	993	RENSSELAER LUMBER CO.	12/9/2002	Ceiling Panels-Dem	\$59.80
21552	994	RUSS' PRINT SHOP	12/9/2002	Shop Around Demotte Promo Ad	\$14.00
21553	995	SECURITY COURIERS CORP.	12/9/2002	4 weeks courier service between branches	\$988.51

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21554	996	SHEILA MAXWELL	12/9/2002	Mileage-Counterparts mtg., NICCL mtg., mgmt. Mtg., INCOLSA Technical Wrkshp.	\$232.19
21555	997	SIMPLEXGRINNELL LP	12/9/2002	Equipment Service Agreement 1/1/03-12/31/03	\$2,969.50
21556	998	SPRINT YELLOW PAGES	12/9/2002	Directory Yellow Pages Dec '02	\$75.25
21557	999	THE TIMES-	12/9/2002	Annual Newspaper Subscription-Dem	\$204.00
21558	1000	TOWN OF DEMOTTE	12/9/2002	Sewer Service-Oct '02 Demotte	\$62.70
21559	1001	TOWN OF WHEATFIELD SEW	12/9/2002	Sewer Service Dec '02-Wheat	\$41.05
21560	1002	TRU-GREEN CHEMLAWN	12/9/2002	Icemelt, treatment of crabapple trees	\$319.00
21561	1003	UNIQUE MANAGEMENT SERVI	12/9/2002	Oct. Placements & Secondary collections	\$31.14
21562	1004	WAL-MART COMMUNITY BRC	12/9/2002	Video's & DVD's	\$106.47
0	1005	PAYROLL	12/10/2002	PAYROLL	\$31,138.88
21563	1006	ALIAC	12/10/2002	Deferred Compensation Withheld from Payroll 10 DEC '02	\$2,175.54
21564	1007	ANTHEM BLUE CROSS AND B	12/10/2002	Health Insurance Premium DEC '02	\$5,760.61
21565	1008	CITY OF RENSSLAER	12/10/2002	Rens. Utilities OCT '02	\$1,672.55
21566	1009	LA-PORTER FEDERAL CREDIT	12/10/2002	Withheld from Payroll 10 DEC '02	\$225.00
21567	1010	NIPSCO	12/10/2002	Demotte Utilities 10/16- 11/18/02	\$1,507.74
0	1011	INTERNAL REVENUE SERVICE	12/11/2002	FICA & FED Taxes Withheld 10 DEC 02	\$6,969.90
0	1012	INDIANA DEPARTMENT OF RE	12/20/2002	State & County taxes withheld NOV '02	\$2,665.34
21568	1013	JASPER COUNTY PUBLIC LIBR	12/9/2002	Bank Transfer-Demotte State Bank to Peoples State Bank	\$10,000.00
21112	1014	DELL MARKETING L.P.	12/17/2002	Void voucher #529	(\$6,571.00)
21112	1015	DELL MARKETING L.P.	12/17/2002	Correcting Voucher #529 entry	\$6,571.00
0	1016	PAYROLL	12/23/2002	PAYROLL	\$30,837.14
21570	1017	AFLAC	12/23/2002	Supplemental Insurance Premium-JAN '03	\$132.70
21571	1018	ALIAC	12/23/2002	Deferred Compensation Withheld From Payroll 23 DEC '02	\$2,175.54
21572	1019	ANTHEM LIFE	12/23/2002	Life Insurance Premium- JAN '03	\$75.00
21573	1020	INDIANAPOLIS STAR	12/23/2002	Annual Subscription 1/3/03 - 1/3/04;Rens	\$231.40
21574	1021	LA-PORTER FEDERAL CREDIT	12/23/2002	Withheld from Payroll 23 DEC '02	\$225.00
21575	1022	NIPSCO	12/23/2002	Wheatfield Utilities 11/12/02 - 12/11/02	\$1,075.16
21576	1023	SPRINT	12/23/2002	Long Distance Telephone NOV '02; D & W	\$31.14
21577	1024	SPRINT	12/23/2002	Dataline, Rens. Payphone, Wheat Local Service DEC '02	\$483.90
21578	1025	MIDWAY ELECTRONICS, INC.	12/23/2002	Wireless Communications Rens/Dem JAN '03	\$420.00
1028	1026	JASPER COUNTY PUBLIC LIBR	12/23/2002	Bank Transfer-Demotte State Bank to Peoples State Bank	\$10,000.00
0	1027	INTERNAL REVENUE SERVICE	12/24/2002	FICA & FED Tax Withheld 23 DEC 02	\$6,898.83
21579	1028	BETTER CONTAINERS MFG. C	12/30/2002	Book Bags	\$256.35
21580	1029	BRIAN ORBAN	12/30/2002	Lawn Care-W/h. Lib. 8/11-11/11/02	\$935.00
21581	1030	BROWN'S GARDEN & FLORAL	12/30/2002	Landscape Maintenance-2002 @ Rens. Lib.	\$1,129.95
21582	1031	DEMCO	12/30/2002	Videocases, book supports, reading level labels-DeM. Lib.	\$86.88
21583	1032	JASPER COUNTY PUBLIC LIBR	12/30/2002	Bank Transfer per board approval 12/30/02	\$45,000.00
21584	1033	NIPSCO	12/30/2002	DeMotte Utilities, 11/18-12/18/02	\$2,709.81
21586	1034	CITY OF RENSSLAER	12/30/2002	Rensselaer Lib. Utilities, 11/7-12/10/02	\$2,169.18

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$558,224.87

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 27, 2002

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$558,224.87

Date this 13th day of January, 20 03.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

December 31, 2002

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$1,658.51	\$28,699.38
DeMotte	\$827.91	\$11,833.80		
Rensselaer	\$624.56	\$10,974.74		
Wheatfield	\$206.04	\$5,890.84		
PHOTOCOPIES:			\$390.05	\$6,774.54
DeMotte	\$165.00	\$2,890.65		
Rensselaer	\$164.40	\$3,067.17		
Wheatfield	\$60.65	\$816.72		
CARDS:			\$18.70	\$64.70
DeMotte	\$0.00	\$0.00		
Rensselaer	\$18.70	\$64.70		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,144.34	\$15,478.45
Checking/Repurchase/Savings	\$1,144.34	\$15,478.45		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$400,899.00	\$1,515,721.74
Property Tax	\$347,965.85	\$752,581.59		
License Excise Tax	\$48,503.74	\$105,851.33		
Financial Institution Tax	\$589.00	\$1,178.00		
CVET(Commercial Vehicle Excise)	\$3,840.41	\$7,680.82		
Local Option/Certified Shares	\$0.00	\$583,432.00		
Local Option/Property Tax Repl.	\$0.00	\$64,998.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$1,290.99	\$65,019.27
Insurance	\$0.00	\$182.50		
Rebates/Refund	\$1,290.99	\$1,450.90		
Postage	\$0.00	\$216.29		
Reimbursements,PFEED	\$0.00	\$56,495.00		
COBRA/FMLA Reimbursement	\$0.00	\$1,866.20		
Magazine Refunds	\$0.00	\$377.90		
Reimbursements	\$0.00	\$1,360.58		
Telephone refund	\$0.00	\$2,103.24		
Fixed Asset Sales	\$0.00	\$966.66		
	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$405,401.59	\$1,631,758.08
PLAC FUND:			\$0.00	\$50.00
GIFT FUNDS:			\$290.00	\$5,928.25
DeMotte	\$250.00	\$4,048.61		
Rensselaer	\$40.00	\$1,688.64		
Wheatfield	\$0.00	\$191.00		
LIB. IMPROV. RESERVE FUND: Oper.Trar			\$45,047.89	\$45,743.80
BOND & INTEREST REDEMPTION FUND			\$208,907.07	\$387,044.83
Property Tax	\$181,354.68	\$360,207.53		
License Excise Tax	\$25,246.44	\$22,225.40		
Financial Institution Tax	\$307.00	\$614.00		
CVET(Commercial Vehicle Excise)	\$1,998.95	\$3,997.90		
CAPITAL PROJECTS FUND:			\$84,704.91	\$179,423.75
Interest Earned	\$509.27	\$6,304.43		
Property Tax	\$73,091.43	\$153,590.71		
License Excise Tax	\$10,175.07	\$17,670.33		
Financial Institution Tax	\$123.50	\$247.00		
CVET(Commercial Vehicle Excise)	\$805.64	\$1,611.28		
HOST/HOSPITALITY FUND:			\$0.00	\$797.93
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$744,351.46	\$2,250,746.64

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	TOTAL RECEIPTS <u>THIS MONTH</u>	TOTAL RECEIPTS <u>YEAR-TO-DATE</u>
WITHHOLDING ACCOUNT FUNDS:			\$21,443.04	\$261,426.25
FIT Tax Collected	\$4,799.45	\$61,339.15		
FICA Collected	\$4,534.64	\$56,107.70		
State Tax Collected	\$1,928.96	\$23,993.46		
County Tax Collected	\$535.57	\$6,683.63		
Deferred Comp Plan	\$4,351.08	\$47,807.63		
#125 Pre-tax Plan	\$2,699.74	\$35,370.89		
Life/Health Insurance	\$17.80	\$218.60		
PERF	\$2,125.80	\$25,555.19		
Credit Union	\$450.00	\$4,350.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$765,794.50	\$2,512,172.89

Voucher List
Jasper County Public Library

Report Date: From 1/1/2003 To 1/14/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21587	1	A.E. BOYCE CO., INC.	1/13/2003	Laser Vendor Checks, W2s, 1099s,	\$419.59
21588	2	AccuWeather SALES AND SER	1/13/2003	AP Archive, 1 yr subsc.	\$637.00
21589	3	AMAZON.COM	1/13/2003	Books	\$41.25
21590	4	ANTHEM BENEFIT ADMINISTR	1/13/2003	Cobra Administrative Services-2003	\$195.00
21591	5	ARLINGTON ROE CO., INC	1/13/2003	Directors & Officers Public Liability Coverage-2003	\$1,475.00
21592	6	AUSTIN BOOK SALES	1/13/2003	Opportunities In...series	\$71.51
21593	7	BAKER & TAYLOR	1/13/2003	Patron Purchase book & fees	\$31.81
21594	8	BAKER & TAYLOR	1/13/2003	Books, Continuations, Gift Books, AV	\$4,351.59
21595	9	BIERMA HARDWARE, INC.	1/13/2003	Fluorescent bulbs-circline (Wh. Lib.)	\$16.72
21596	10	BROWN'S GARDEN & FLORAL	1/13/2003	October & November '02 mowings @ Rens. Lib.	\$500.00
21597	11	CONSOLIDATED INCORPORA	1/13/2003	Asst. Treasurer & Treasurer bonds-2003	\$200.00
21598	12	CULLIGAN	1/13/2003	Water Cooler Rental-Wh. Lib. (Jan'03)	\$9.95
21599	13	D & J LAWN CARE, INC.	1/13/2003	Fall '02 Cleanup-DeM. Lib.	\$120.00
21451	14	DELL MARKETING L.P.	1/13/2003	Stop Payment Issued 1/6/03; check lost in mail. VOID Check and A/P Voucher #889	(\$998.00)
21600	15	DELL MARKETING L.P.	1/13/2003	Reissued Check for Dell Computer (Original Check #21451 was lost in mail)	\$998.00
21601	16	DEMCO	1/13/2003	Bk Pockets, Video Cases, Labels, Bk. Jackets, Audio Albums, Hangup Bags	\$877.88
21602	17	DIANA KOOY	1/13/2003	Mileage... Adult Counterparts & Expenses, Bank Deposit trips	\$31.85
21603	18	DIANE KROS	1/13/2003	Mileage-Bank Deposits	\$14.60
21604	19	DUMAS, WEIST & MAHNESMIT	1/13/2003	Consultation- 12/11/02 Mahnesmith	\$125.00
21605	20	EBSCO PUBLISHING	1/13/2003	NoveList-Online 10/02-9/03 subscription	\$1,650.00
21606	21	FRIENDS OF RENSSELAER P	1/13/2003	Rens/Remington Chamber of Commerce Dinner Award - 12/6/02	\$15.00
21607	22	GAIL JUNG	1/13/2003	AVC Mtg. Mileage & Expenses, Chamber Luncheon	\$106.32
21608	23	GALE GROUP	1/13/2003	Consumer Sourcebk, Newsmakers, Info. Plus series - Continuations	\$1,086.88
21609	24	GATEWAY LEARNING CORPO	1/13/2003	Hooked on Phonics sets	\$130.00
21610	25	HP PRODUCTS CORP.	1/13/2003	Trash bags, Hand Soap, Paper Towels, Jumbo TP, Kleenex, Urinal Deod.	\$996.08
21611	26	INCOLSA	1/13/2003	Discovering Collection, 1/1/03-12/31/03; NetLibrary, 2/1/03- 1/31/04 Subscriptions	\$3,294.91
21612	27	INDIANA DEPT.OF WORKFOR	1/13/2003	Fourth Qtr. 2002 Payment- Unemployment Compensation	\$47.18
21613	28	INDIANA UNIVERSITY PRESS	1/13/2003	Historic Homes Bk.	\$35.27
21614	29	IDOC/EPD - PFEET	1/13/2003	PFEET 1st Qtr. 2003 Pymt - Energy Efficient Contract, Boiler Replacement per contract	\$2,402.97
21615	30	INFORMATION & RECORDS A	1/13/2003	Positive-to-Positive toner - Microfiche machine	\$71.77
21616	31	INGRAM	1/13/2003	Paperbacks	\$21.68
21617	32	JAMES D. LOWER	1/13/2003	Snow Removal - Wh. Lib.	\$20.00
21618	33	JENNIFER L. EVERS	1/13/2003	Mileage - TLC Users Gr. Mtg.	\$73.37
21619	34	KEVIN GIBSON	1/13/2003	Handyman Jobs- Gutter cleaning, Ceiling Tile, fl. light replacements, path removal, install shelf top	\$100.00
21620	35	LIBRARY STORE, INC.	1/13/2003	Science Fiction Labels	\$10.60
21621	36	LISA DAVIS	1/13/2003	Mileage	\$8.03
21622	37	MED PRESS	1/13/2003	Books	\$55.90
21623	38	METAL EDGE, INC	1/13/2003	Print & Negative Sleeves - DeM. Genealogy Dept.	\$72.58
21624	39	MOOLENAAR SUPREME.LAW	1/13/2003	Fertilization & Grub Application-2003 season @ DeM. & Rens. Libraries	\$690.00
21625	40	NANETTE SPEACHT	1/13/2003	Mileage-Business Ref. Wkshp & Xmas Party	\$24.09
21626	41	PATTY STRINGFELLOW	1/13/2003	Library rep for Rens./Remington Chamber Luncheon	\$6.00

Printed on Tuesday, January 07, 2003

Page 1 of 2

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21627	42	PETERSON'S	1/13/2003	Books	\$4
21628	43	PRECISION CONTROL SYSTE	1/13/2003	Install new Bearing Assembly, Leaky valves repairs	\$761.88
21629	44	PUBLIC EMPLOYEES' RETIRE	1/13/2003	4th Quarter 2002 Pymt- Retirement fund	\$15,827.62
21630	45	QUILL	1/13/2003	Binders, Print Cartridges, Hi-Liters, Paper Clips, Liq. Paper, Envelopes, Rubber Bands, Legal Pads, Staples, Message Pads	\$646.15
21631	46	RAND MCNALLY & COMPANY	1/13/2003	Commercial Atlas-2003 ed.-Continuations	\$300.21
21632	47	REBECCA GIBSON	1/13/2003	Mileage for Water Testing sample, Summer Reading. Prize	\$34.86
21633	48	RECORDED BOOKS, LLC	1/13/2003	CD Album Binders w/sleeve	\$237.45
21634	49	SECURITY COURIERS CORP.	1/13/2003	Courier Service b/w branches, 11/29-12/27/02	\$1,127.34
21635	50	SPRINT YELLOW PAGES	1/13/2003	Directory charges for Jan & Feb. 03	\$150.50
21636	51	TASTE OF HOME BOOKS	1/13/2003	Books-Annual recipes	\$23.90
21637	52	TYSEN'S COUNTRY GROCERY	1/13/2003	After-School , Friends Luncheon, Chess & Game Day, Adult Bk. Discussion Program Supplies	\$30.26
21638	53	UNIQUE MANAGEMENT SERVI	1/13/2003	Collections-November Initial & Secondary Placements	\$156.76
21639	54	WAL-MART COMMUNITY BRC	1/13/2003	Videos, Ch. Xmas Party Crafts, Headphones, DVDs, Music CDs, Adult Bk Disc. Supply	\$1,027.83
21640	55	ZURICH	1/13/2003	Bldg & Workers Comp Insurance Premium-4th Qtr Pymt. Thru 4/16/03	\$7,794.25
Total Amount of Claims					\$48,198.29

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, January 07, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$48,198.29

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

FEB

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, February 10, 2003 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of January board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Policy review (R 9- R13)
- D. Workshop approval (R 17)
- E. Revised Salary Ordinance (R7)

General Business

- | | |
|--|-------------|
| A. Annual Reports: Rensselaer Library | Information |
| B. Wheatfield landscaping (R 13, 14,19) | Action |
| C. Purging of patron registration records (R 18) | Action |
| D. Capital Projects Fund for 2004-2006 (R 15) | Action |

Director's Report (R 17-R 19)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes
Jasper County Public Library Board of Trustees

January 13, 2003
Rensselaer Library

Present: Sue Deardorff, Anne-Marie Egan, Mark Heinig, Tim Schultz, Lynn Daugherty, Patty Stringfellow, Jen Evers, Sheila Maxwell

Consent Agenda & Consent Agenda Items: Minutes of the December 9th and 30th board meetings, bills, financial reports, and 2003 Salary Ordinance were unanimously approved on a motion by A-M Egan, seconded by M. Heinig.

Annual reports of Systems Administrator and Technical Services Librarian: Both Sheila Maxwell, Systems Administrator, and Jen Evers, Technical Services Librarian, attended several conferences and workshops which were interesting, informative and extremely relevant to their jobs. Sheila now serves on the Advisory Board of NICCL (Northern Indiana Computer Consortium of Libraries). Jen organized the first meeting of the TLC Indiana Users Group. Both have provided multiple in-service workshops for staff this year.

Sheila supervised the installation of the upgraded Novell 6 network, which required the purchase of 3 new servers and some complicated changes and upgrades to other software. Sheila reported the DeMotte wireless connection is now consistently up and running at the speed we expect. We are still working on speed issues with TLC.

A remodeling in the Tech Services workroom resulted in Sheila acquiring a new office with walls and Mary Molenaar, Tech Services assistant, acquiring a more adequate desk and work area.

Sheila spent much time troubleshooting problems this year.

She reports that we received about \$9650 reimbursement for telecommunication discounts under the Universal Service Fund grant (USF). She sold outdated equipment on E-bay for a total of \$970, bought a \$399 network card on E-bay for \$25, and earned us a \$1300 rebate from Hewlett Packard for returning old Compaq servers after we installed the new servers.

In the next year she plans to replace our antivirus system at Rensselaer and Wheatfield, purchase 15 PCs to replace outdated ones, complete her disaster recovery plan, update procedures, offer the Tech Services staff a workshop on new procedures, and continue to sell old equipment on E-bay.

Jen worked on problems with the automated system, but reported that there were far fewer problems than she anticipated. The change to the new system required a major

update of technical procedures. She completed most of that revision.

An inventory of the audio-visual collections at the three libraries showed a very low loss percentage.

The Website undergoes frequent revision and continuous updating. This year Jen placed the U.S. census index for Jasper County for 1840-1870 on the website.

Jen worked with other staff to determine the feasibility and best methods for digitizing the Milroy document collection. This is an ongoing project.

She and her staff completed a number of "clean-up" projects which became necessary because of the migration to the new TLC automated system.

Jen and her staff cataloged nearly 10,000 items during the year.

Plans for 2003 include implementing a major upgrade to TLC, revising procedures, continuing work on the digitization project, inventorying all adult materials, installing the TLC acquisitions and serials module, authority control and cleanup, and testing and revising the website.

Building Insurance: The board asked that we request bids for building insurance for April 2003-April 2004.

Director's Report: L. Daugherty noted that health insurance for an employee insuring spouse and children costs *the employee* \$767.58 per month rather than the figure noted in the written Director's Report.

She asked for input from board members on the policy to be followed when someone wishes to donate art to the library. A number of solutions were suggested: a staff/board committee would make the decision on whether to accept it; take everything, but with the understanding that we can discard it if we wish; do not label art work and do not advertise donations in newspapers; label artwork. The board asked that we get feedback from others on our staff and from other libraries.

The director reported that circulation was up 4.2% in 2002 in comparison to 2001, and up 18% over the circulation 10 years ago. In the past 10 years we have seen a 57% increase in interlibrary and intralibrary loans, an 80.6% increase in reference questions, a 105% increase in programs offered. Many services, such as online databases and notarizing documents, were not offered 10 years ago. Other services were offered, but not tallied 10 years ago. Meeting rooms, for instance, were used by 1148 groups in 2002. 1993 figures are not available.

Adjournment: After noting that this is the first meeting at which heating and cooling problems were never mentioned, Mark Heinig moved for adjournment. A-M Egan seconded. The meeting was adjourned.

Minutes of the Board of Finance

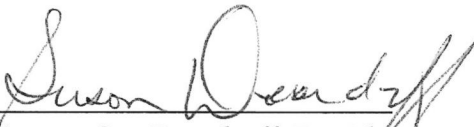
Election of Officers: The library board officers were elected as officers of the board of finance on a motion by A-M Egan, seconded by M. Heinig. **The resolution to pay bills with prior approval** was approved on a motion by T. Schultz, seconded by A-M Egan.

L. Daugherty gave the **2002 Financial Report**, indicating that we ended the year with \$278,535 more in the balance of all funds than we started the year. We had a net gain of \$133,937 in the Operating Fund and \$149,424 in the Capital Projects Fund. We have a good beginning balance for 2003 Operating Fund of \$763,077 which should carry us through some extra months without property tax revenues. We have \$93,337.71 in the Library Improvement Reserve Fund (LIRF), some of which may need to be used this year to replace carpeting and do some interior painting.

Annual Accounting Practices were approved on a motion by M. Heinig, seconded by A-M Egan.

Adjournment: The meeting was adjourned on a motion by T. Schultz, seconded by M. Heinig.


Mark Heinig, Vice-President


Attest: Sue Deardorff, President

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION		
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month	
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes	
ADULT BOOKS						
12,893	12,987	12,392	12,442	7,696	7,708	Fiction
15,543	15,648	21,711	21,737	8,353	8,374	Nonfiction
CHILDREN'S BKS						
10,895	10,940	13,061	13,109	6,410	6,478	Fiction
8,325	8,344	8,312	8,322	3,959	3,972	Nonfiction
YA BOOKS						
1,867	1,872	2,466	2,478	1,305	1,312	Fiction
569	568	543	547	140	143	Nonfiction
				0	0	Magazines,Adult
				0	0	Magazines, Child
0	0	140	140	0	0	Games, Toys
						Internet Use
1,298	1,295	2,044	2,046	1,340	1,255	Sound Rec/Adult
330	330	404	408	289	289	Sound Rec/Child
25	25	16	16	1	1	Online Databases
201	205	252	252	151	151	Software
						Vertical Files
1,531	1,544	2,505	2,520	971	988	VHS/DVD
2	2	2	2	2	2	Equipment
53,479	53,760	63,848	64,019	30,617	30,673	TOTAL

CIRCULATION BY HOLDINGS CODE

January 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	14			14
Award Winner JFIC (DAJFIC)	11	1		12
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)		4		4
Award Winner YAFIC (DAYAF)	3			3
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	65	10	1	76
Books on CD (DBKCD)	20			20
Books on Tape (DBKT)	121	2	2	125
Compact Disc (DCD)	377	2	7	386
DVD	591		4	595
Equipment (DEQP)	9			9
See librarian (DERR)				0
Express Book (DEXP)	52			52
Fiction (DFIC)	1542	47	18	1607
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	235			235
Juv. Biography (DJBIO)	114	4		118
Juv. Book on CD (DJBKCD)	1			1
Juv. Book on Tape (DJBKT)	84		1	85
Juv. Compact Disc (DJCD)	25		1	26
Juvenile Easy (DJE)	1362	2	3	1367
Juv. Easy Reader (DJER)	571		2	573
Juv. Fiction (DJFIC)	271	6	10	287
Juv. Holiday books (DJHOL)	13			13
Juv. Magazine (DJMAG)	96			96
Juv. Music Cassette (DJMC)	11			11
Juv. Nonfiction (DJNF)	589	13	6	608
Juv. Nonfic Text Bk (DJNFTB)	7			7
Juv. Paperback fic (DJPBF)	264	2	1	267
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	109		2	111
Large Print Nonfic (DLPNF)	8			8
Magazine (DMAG)	722		23	745
Music Cassette (DMCAS)	1			1
Nonfiction (DNFIC)	1283	48	29	1360
Nonfiction VHS (DNFVHS)	91	4		95
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	11			11
Parent Shelf Ref (DPREF)				0
Reference (DREF)	4			4
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	4			4
Spanish Collection (DSPA)	21			21
Software (DSWAR)	236	3	2	241
Vertical File (DVF)	36			36
VHS	1174	9	3	1186

YA Biography (DYAB)	5	1	1	7
YA Books on CD (DYABKCD)	2			2
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	63	2		65
YA Nonfiction (DYANF)	25	2	1	28
YA Paperback Fic (DYAPBF)	105	8	1	114
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)		4		4
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)	1	2		3
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	5	102	3	110
Books on CD (RBKCD)		82	3	85
Books on Tape (RBKT)	1	188		189
Compact Disc (RCD)	11	358	4	373
DVD	1	929	1	931
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		131		131
Fiction (RFIC)	49	1573	19	1641
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		550		550
Juv. Biography (RJBIO)		89		89
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		81		81
Juv. Compact Disc (RJCD)	1	13		14
Juvenile Easy (RJE)	20	1066	6	1092
Juv. Easy Reader (RJER)	2	214		216
Juv. Fiction (RJFIC)	9	341	1	351
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		9		9
Juv. Music Cassette (RJMC)		5		5
Juv. Nonfiction (RJNF)	9	616	9	634
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	10	249		259
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	58	1	61
Large Print Nonfic (RLPNF)		7		7
Magazine (RMAG)		300		300
Music Cassette (RMCAS)		1		1
Nonfiction (RNFIC)	42	1228	34	1304
Nonfiction VHS (RNFVHS)		57	2	59
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1		1
Parent Shelf Ref (PREF)				0
Reference (REF)		1		1
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		34		34
Software (RSWAR)		140		140
Vertical File (RVF)		10	1	11

VHS	18	1433	3	1454
YA Biography (RYAB)		11		11
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		3		3
YA Fiction (RYAF)	1	124		125
YA Nonfiction (RYANF)	4	94	1	99
YA Paperback Fic (RYAPBF)	4	91	2	97
Award Winner JBIO (WAJBIO)			1	1
Award Winner JE (WAJE)		1	2	3
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAPBF)			1	1
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	6	7	36	49
Books on CD (WBKCD)		1	25	26
Books on Tape (WBKT)	2	9	90	101
Compact Disc (WCD)	3	6	181	190
DVD	1		327	328
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	33	34	572	639
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			211	211
Juv. Biography (WJBIO)			7	7
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	1	1	51	53
Juv. Compact Disc (WJCD)			2	2
Juvenile Easy (WJE)	20	4	413	437
Juv. Easy Reader (WJER)	6		175	181
Juv. Fiction (WJFIC)	2	2	77	81
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			23	23
Juv. Music Cassette (WJMC)			12	12
Juv. Nonfiction (WJNF)	1	5	193	199
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	1	2	73	76
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1		6	7
Large Print Nonfic (WLPNF)			2	2
Magazine (WMAG)	4	1	219	224
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	18	25	548	591
Nonfiction VHS (WNFVHS)	1	3	27	31
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)			1	1
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			3	3
Software (WSWAR)	1	5	74	80

Vertical File (WVF)				0
VHS	4	1	638	643
YA Biography (WYAB)		1		1
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)			1	1
YA Fiction (WYAF)	5	2	34	41
YA Nonfiction (WYANF)	3	6	24	33
YA Paperback Fic (WYAPBF)	2	1	37	40
TOTAL	10657	10492	4295	25444

CIRCULATION BY HOLDINGS CODE
September 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	1	3
Award Winner JE (AJE)	14	6	2	22
Award Winner JFIC (AJF)	11	5	0	16
Award Winner JNF (AJNF)	4	1	0	5
Award Winner JPFIC (AJPF)	0	5	1	6
Award Winner YAFIC (AYAF)	4	2	1	7
Award Winner YAPFIC (YAYPBF)	0	1	0	1
Biography (BIO)	76	119	40	235
Books on CD (BKCD)	20	83	28	131
Books on Tape (BKT)	124	202	92	418
Compact Disc (CD)	391	366	192	949
DVD	593	929	332	1854
Equipment (EQP)	9	0	0	9
See librarian (ERR)	0	0	0	0
Express Book (EXP)	52	131	0	183
Fiction (FIC)	1624	1654	609	3887
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0
Internet (INTR)	235	550	211	996
Juv. Biography (JBIO)	114	93	7	214
Juv. Book on CD (JBKD)	1	0	0	1
Juv. Book on Tape (JBKT)	85	82	52	219
Juv. Compact Disc (JCD)	26	13	3	42
Juvenile Easy (JE)	1402	1072	422	2896
Juv. Easy Reader (JER)	579	214	177	970
Juv. Fiction (JFIC)	282	349	88	719
Juv. Holiday (JHOL)	13	0	0	13
Juv. Magazine (JMAG)	96	9	23	128
Juv. Music Cassette (JMC)	11	5	12	28
Juv. Nonfiction (JNF)	599	634	208	1441
Juv. Nonfic Text Bk (JNFT)	7	0	0	7
Juv. Paperback fic (JPBF)	275	253	74	602
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	112	58	9	179
Large Print Nonfic (LPNF)	8	7	2	17
Magazine (MAG)	726	301	242	1269
Music Cassette (MCAS)	1	1	0	2
Nonfiction (NFIC)	1343	1301	611	3255
Nonfiction VHS (NFVH)	92	64	29	185
Professional Coll. (PROF)	0	0	0	0

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	11	1	0	12
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	66	100	21	187
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	21	34	3	58
Software (SWAR)	237	148	76	461
Vertical File (VF)	123	13	2	138
VHS	1196	1443	644	3283
YA Biography (YAB)	5	13	1	19
YA Books on CD (YABKCD)	2	0	0	2
YA Books on Tape (YABKT)	0	3	1	4
YA Fiction (YAF)	69	128	34	231
YA Nonfiction (YANF)	32	102	26	160
YA Paperback Fic (YAPBF)	111	100	40	251
				0
Free reads	256	567	193	1016
Puzzles				0
Talking books		13		13
Assignment Shelf Books				0
TOTAL	11058	11177	4509	26744

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2044	2410	811	5265
Nonfiction	1514	1561	677	3752
CHILDREN'S BOOKS				
Fiction	2563	1904	764	5231
Nonfiction	748	731	216	1695
YA BOOKS				
Fiction	184	231	75	490
Nonfiction	37	115	27	179
Magazines, Adult	726	301	242	1269
Magazines, Children	96	9	23	128
Games, Toys	0	0	0	0
Internet use	235	550	211	996
Sound Recordings, adult	538	668	313	1519
Sound Recordings, ch	123	100	67	290
Online databases	0	0	0	0
Software	237	148	76	461
Vertical file	123	13	2	138
VHS/DVD	1881	2436	1005	5322
Equipment	9	0	0	9
Total	11058	11177	4509	26744

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

January 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	154	33	180	39	203	44	537	116
LOCAL HISTORY								
In person	2	1	17	5		0	19	5
Letters written	1	1	12	12		0	13	13
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	235	10	550	23	211	9	996	42
Computer software used	27	2	37	3	32	3	96	8
VCR Use	3	0		0		0	3	0
Microforms		0	72	10		0	72	10
CD ROM/Online databases	50	4	83	7	33	3	166	14
Typewriter use	1	0		0	2	0	3	0
Other equipment used		0	2	1		0	2	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	15	10		0	16	11
Notarized documents	5	1	1	0	5	1	11	3
Meeting Room Use (no. of groups)	61	20	26	9	27	9	114	38
Study room use	20	2	31	3		0	51	4
INTERLIBRARY LOANS								
Requests made for:	47	12	92	23	26	7	165	41
Items rec'd for:	62	31	99	50	20	10	181	91
Items requested by other libraries			1		1		2	
Items supplied to other libraries		0	1	1	1	1	2	1

REGISTRATIONS

Total Borrowers	8232	8427	3353	20012
Non-resident, paying	9	24	2	35
PLAC card users		3		3
Reciprocal borrowers	489	230	25	744

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Programs for all ages	1	6	3	18		0	4	24
Children's Programs (0-13)	17	102	6	36	2	12	25	150
Number attending	272		99		40		411	
YA Programs (14-17)	1	6	1	6		0	2	12
Number attending	12		18				30	
Adult Programs	1	6	4	24	2	12	7	42
Number attending	58		50		10		118	
Senior Citizen Programs	1	6	5	30		0	6	36
Number attending	4		41		3		48	
Total Number of Programs	21	126	19	114	4	24	44	264
Total Persons Attending	346		208		53		607	
Total Attending Same Month Last Yr.	412		224		53		689	
Total Staff Hours Spent		244		308		110		661
Hours Spent Same Month last year		298		286		96		680

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8408	75.6%	8211	72.7%	3780	83.0%	20399	75.6%
Corporate	89	0.8%	131	1.2%	24	0.5%	244	0.9%
Juvenile 0-11	1323	11.9%	1140	10.1%	269	5.9%	2732	10.1%
Nonresident No Fee	80	0.7%	381	3.4%	203	4.5%	664	2.5%
Nonresident Fee		0.0%	31	0.3%		0.0%	31	0.1%
Reciprocal	454	4.1%	269	2.4%	12	0.3%	735	2.7%
School		0.0%	7	0.1%		0.0%	7	0.0%
St. Joseph College	8	0.1%	87	0.8%		0.0%	95	0.4%
State Library Card		0.0%		0.0%		0.0%	0	0.0%
Staff	483	4.3%	664	5.9%	197	4.3%	1344	5.0%
YA 12-17	281	2.5%	369	3.3%	69	1.5%	719	2.7%
Total	11126		11290		4554		26970	
All items borrowed by nonresidents	542	4.9%	775	6.9%	215	4.7%	1532	5.7%

Salary Ordinance Update 2003
1/5/2003

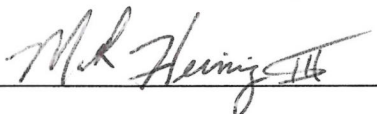
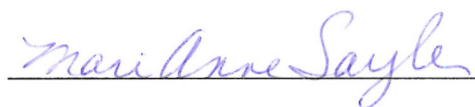
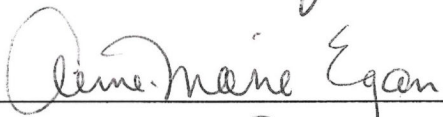
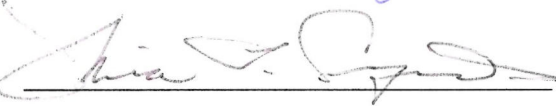
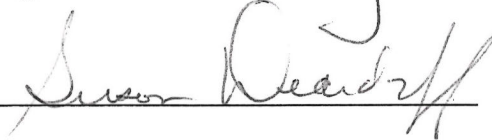
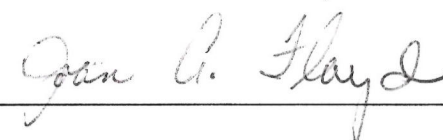
Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Gray, Elizabeth	Sub. Page	\$5.85	5	R	2/?/2003		1a
Warran, Cheryl	Janitor (sub)	\$8.50	5 per wk	D,W	1/14/2002	Resigned 1/21	1
Howard, Rose	Janitor	\$12.00	26	D,W	6/28/1986		longevity
Vis, Virginia	Janitor	\$10.92	18	D,W	7/23/1996		6
Vis, Virginia	Clerk	\$7.80	20	D	7/23/1996		3

Cheryl Warran has resigned as substitute janitor at DeMotte and Wheatfield.

Elizabeth Gray will begin work soon as substitute page at Rensselaer. Normally, substitute pages work irregular hours, only when a regular page is unable to work. In this case, a St. Joseph's College person, Kimberly Roberts, is working in a page capacity, but $\frac{3}{4}$ of her salary is being paid by the college under their work/study program. The other $\frac{1}{4}$ of her pay comes out of the line of our budget for contracted services (i.e. we do not pay FICA, etc.). Because we have Kim's salary in our budget, Elizabeth will work 5 hours per week, using some of the salary we would have spent on Kim. This allows us to train Elizabeth so that she will be a better substitute when needed. In essence, we have money for one 10 hr per week page but are only paying the cost for 7.5 hrs per week. For this cost, we are getting 15 hrs per week page service.

Rose Howard dropped two of her hours as DeMotte/Wheatfield janitor and Ginger Vis picked up those two hours.

We have examined and approved the changes in the salary ordinance. Dated February 10, 2003.

MEMORANDUM

Circulation Policy, Library Employees Code of Ethics, LCD Projector Policy

Summary: Minor changes are recommended in each policy.

Circulation Policy: We have always blocked patrons from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes long overdue. Somehow, we never put that in black and white in the Circulation Policy. The Policy Committee recommends the wording on R 11.

Employees Code of Ethics: We repeat "library employees are explicitly committed....." twice. The Policy Committee recommends eliminating the repetition.

LCD Projector Policy: Our previous policy *recommended* that individuals not knowing how to use the equipment make an appointment with staff for training. The Policy Committee recommends that we *require* training if the person does not know how to use the equipment.

Vote: To change the Circulation Policy, Employees Code of Ethics, and LCD Projector Policy to incorporate the changes recommended by the Policy Committee.

LCD Projector Policy

1. Groups which have reserved JCPL's meeting rooms may use the library's LCD projector at no cost.
2. The LCD Projector is for in-house use only. It may be used in any of the meeting rooms of the DeMotte, Wheatfield, or Rensselaer libraries.
3. The LCD Projector will be reserved on a first come first served basis.
4. Individuals using the projector must provide their own laptop or desktop computer.
5. Individuals using the projector must know how to use the equipment. If they do not, they will be required to make an appointment with staff prior to day of use. At this appointment a preliminary setup and test will be done to insure that users understand how to connect their computer to the projector and how to make necessary changes to settings.
6. Projector users are responsible for repair or replacement costs of any projector component beyond normal wear.
7. All library staff have been trained in projector use and simple troubleshooting procedures. For problems that go beyond their level of expertise, a user's manual and toll-free number for assistance will be made available.

2/2000; draft revision 2/03

Circulation Policy

Jasper County Public Library

Library Cards

No library materials.....

Library Hours

DeMotte: Mon, Tues, Th: 9 AM - 8 PM

Wed: 9 AM - 6 PM

Fri, Sat: 9 AM - 5 PM

Rensselaer: Mon-Th: 9 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Wheatfield: Mon, Wed, Th.: 9:30 AM - 5:30 PM

Tues: 9:30 AM - 8 PM

Fri, Sat: 9 AM - 5 PM

Loan Periods....

Loan Limits....

Fines and Fees.....

Patrons will be blocked from borrowing materials when overdue fines have accumulated to \$5.00 or when a borrowed item becomes 8 weeks overdue.

Contd.....

Library Employees Code of Ethics

Jasper County Public Library

Library employees significantly influence or control the selection, organization, preservation, and dissemination of information.

In a political system grounded in an informed citizenry, library employees are explicitly committed to intellectual freedom and the freedom of access to information. (Repeat of last part of above sentence was deleted.) We have a special obligation to ensure the free flow of information and ideas to present and future generations.

As an employee of the Jasper County Public Library, I will:

- provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
- resist all efforts by groups or individuals to censor library materials.
- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in my actions and statements, between my personal philosophy and attitudes and those of my Library.
- avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or my Library.
- endeavor to work harmoniously and effectively with coworkers, supervisors and library board in support of the library's goals.

2/95; revised 2/99; last reviewed 2/01; draft 2/03

MEMORANDUM

Capital Projects Fund 2004-2006

It is time for the board to approve a new Capital Projects Fund Plan. You remember we do this every year, deleting the present year's plan (2003) and adding one more year, so that we are always projecting 3 years into the future.

I will present a proposed 2004-2006 plan to the board at the February meeting. I wish I could have drafted it in time to send with your packet. If you approve the plan (or suggest revisions), we will then advertise a hearing on the (revised) plan to be held at the March board meeting. Following adoption of the plan by the board at the March board meeting, we will submit it to the County Council for approval.

The plan for 2003-2005 calls for \$60,000 to be used this year to pay the architect for design fees and \$30,000 for computer upgrades. For 2004, the plan calls for us to use \$30,000 for computer upgrades. All remaining funds except \$103,880 would be used for construction costs. For 2005, the plan calls for \$45,000 for computer upgrades and new computer equipment for the Wheatfield Library and the remaining \$319,000 for construction costs.

We cannot change the 2003 portion of our present plan. As we work on 2004-2006, however, we can change our plans made for 2004 and 2005.

If the construction goes as planned, I think we will need all the 2004 money for construction (except \$30,000 for computer upgrades). The 2005 money (\$200,000 est.) can probably be used to finish up with construction costs. We need to decide what to propose doing with 2006 money. We can hold it for some future work but we cannot be vague (i.e. cannot say we want it for future construction or repair.)

It can be used to pay for "planned construction, repair, replacement, remodeling or lease of existing real estate. It may be used to pay for site acquisition and development. It may be used to pay for purchase, lease, or repair of equipment to be used by the

library district. It may be used to pay for purchase, lease, upgrading, maintenance or repair of computer hardware or software.”

I am talking with staff to analyze our future needs. I will present our best suggestion for use of the 2006 money in the plan I bring to you Monday.

It may be harder to get the County Council’s approval of the plan this year. By the time we present the Capital Projects Plan to them, they may know that we are going ahead with a building project that will involve a bond issue. They liked the plan because it reduced the need for bond issues. However, we will not be to the bond issue stage when we talk to them in April. We will be to the design stage of the Wheatfield project (I hope). Whether they question us about financing of the project or not, I don’t know.

Vote: To approve advertising the Capital Projects Fund Plan for 2004-2006 as presented (or with revisions).

JCPL FINANCIAL STATEMENT

January 31, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$121,546.19	\$121,546.19	\$5,116.81	\$5,116.81	\$646,647.65
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gift Fund	\$2,082.31	\$90.55	\$90.55	\$554.83	\$554.83	\$2,546.59
DeMotte	\$521.64	\$72.58	\$72.58	\$192.58	\$192.58	\$641.64
Rensselaer	\$1,450.63	\$17.97	\$17.97	\$104.25	\$104.25	\$1,536.91
Wheatfield	\$110.04	\$0.00	\$0.00	\$258.00	\$258.00	\$368.04
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$47.44	\$47.44	\$93,385.15
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$0.00	\$0.00	\$0.00	\$60,181.32
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$0.00	\$0.00	\$557.90	\$557.90	\$381,668.89
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,465.46	\$5,465.46	\$5,465.46	\$5,465.46	\$0.00
FICA Tax Collected	\$0.00	\$4,813.73	\$4,813.73	\$4,813.73	\$4,813.73	\$0.00
State Tax Collected	\$1,928.96	\$1,928.96	\$1,928.96	\$2,102.29	\$2,102.29	\$2,102.29
County Tax Collected	\$535.57	\$535.57	\$535.57	\$576.21	\$576.21	\$576.21
Deferred Comp.	\$0.00	\$4,351.08	\$4,351.08	\$4,351.08	\$4,351.08	\$0.00
#125 Pre-tax Plan	\$0.00	\$91.00	\$91.00	\$3,839.10	\$3,839.10	\$3,748.10
Employee Health/Life Insur.	\$0.00	\$22.80	\$22.80	\$22.80	\$22.80	\$0.00
Employee P.E.R.F.	\$6,593.63	\$6,593.63	\$6,593.63	\$2,261.52	\$2,261.52	\$2,261.52
Credit Union	\$0.00	\$550.00	\$550.00	\$550.00	\$550.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$145,988.97	\$145,988.97	\$30,259.17	\$30,259.17	\$1,193,327.72

Bank Balances**Jasper County Public Library***Report as of: 1/31/2003*

<i>Bank</i>		
1	Peoples State Bank	\$1,094,787.90
2	Demotte State Bank	\$4,944.67
3	Lafayette Bank & Trust-LIRF	\$93,385.15
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
Total all banks =		\$1,193,327.72

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2003	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,676.72	Encumbered from 2002 per Bd. Approval 12/30/02.

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 1/1/2003 To 1/31/2003*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,129.67	\$4,129.67	\$46,206.33	8.2
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$59,507.85	\$59,507.85	\$660,841.15	8.3
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,124.70	\$3,124.70	\$43,315.30	6.7
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,813.73	\$4,813.73	\$55,218.27	8.0
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$47.18	\$47.18	\$1,302.82	3.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$9,233.99	\$9,233.99	\$25,421.01	26.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$68.00	\$68.00	\$46,001.00	0.1
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0
Subtotal	\$959,631.00		\$959,631.00	\$80,925.12	\$80,925.12	\$878,705.88	8.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$419.59	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$0.00	\$450.00	0.0
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$513.80	\$513.80	\$7,886.20	6.1
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$853.44	\$853.44	\$3,146.56	21.3
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$159.36	\$159.36	\$3,340.64	4.6
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.0
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0
2.41 LIBRARY SUPPLIES	\$12,550.00	\$0.00	\$12,550.00	\$1,452.36	\$1,452.36	\$11,097.64	11.6
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.0
Subtotal	\$31,400.00		\$31,400.00	\$3,398.55	\$3,398.55	\$28,001.45	10.8
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$125.00	\$125.00	\$1,375.00	8.3
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$195.00	\$195.00	\$5,805.00	3.3
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$380.99	\$380.99	\$6,619.01	5.4
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$263.00	\$263.00	\$6,737.00	3.8
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$463.62	\$463.62	\$7,536.38	5.8
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$60.91	\$60.91	\$3,439.09	1.7
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$937.05	\$937.05	\$10,912.95	7.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	0.0
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$9,269.25	\$9,269.25	\$26,205.75	26.1
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$3,288.69	\$3,288.69	\$23,711.31	12.2
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$2,918.50	\$2,918.50	\$40,081.50	6.8
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$59.85	\$59.85	\$940.15	6.0
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$243.45	\$243.45	\$2,156.55	10.1
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$4,594.85	\$4,594.85	\$51,430.15	8.2
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.0
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$9.95	\$240.05	4.0
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$0.00	\$1,735.00	0.0
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.94 TRANSFER TO LIRF	\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$180,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$31.81	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,284.10	\$1,284.10	\$51,429.90	2.4
Subtotal	\$455,969.00		\$455,969.00	\$24,326.02	\$24,326.02	\$431,642.98	5.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$0.00	\$0.00	\$14,965.72	0.0
4.51 BOOKS	\$131,945.00	\$0.00	\$131,945.00	\$5,876.06	\$5,876.06	\$126,068.94	4.5
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$297.60	\$297.60	\$21,702.40	1.4
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$6,722.84	\$6,722.84	\$55,477.16	10.8
Subtotal	\$227,434.00	\$3,676.72	\$231,110.72	\$12,896.50	\$12,896.50	\$218,214.22	5.6
Grand Total	\$1,674,434.00	\$3,676.72	\$1,678,110.72	\$121,546.19	\$121,546.19	\$1,556,564.53	7.2

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**120.03 RENS & DEM BOND AND INT****Jasper County Public Library****Report Date: From 1/1/2003 To 1/31/2003**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.0
3.81 PAYMENT OF BONDS	\$340,000.00	\$0.00	\$340,000.00	\$0.00	\$0.00	\$340,000.00	0.0
3.82 INTEREST-BONDS	\$101,720.00	\$0.00	\$101,720.00	\$0.00	\$0.00	\$101,720.00	0.0
Subtotal	\$442,270.00		\$442,270.00	\$0.00	\$0.00	\$442,270.00	0.0
Grand Total	\$442,270.00	\$0.00	\$442,270.00	\$0.00	\$0.00	\$442,270.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**130 LIRF FUND****Jasper County Public Library****Report Date: From 1/1/2003 To 1/31/2003**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3. Other Services and Charge							
3.61 BUILDING & STRUCTURES	\$24,923.00	\$0.00	\$24,923.00	\$0.00	\$0.00	\$24,923.00	0.0
Subtotal	\$24,923.00		\$24,923.00	\$0.00	\$0.00	\$24,923.00	0.0
Grand Total	\$24,923.00	\$0.00	\$24,923.00	\$0.00	\$0.00	\$24,923.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for 160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 1/1/2003 To 1/31/2003

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>3. Other Services and Charge</i>							
3.14 OTHER PROFESSIONAL SERVICES	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.0
Subtotal	\$60,000.00		\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.0
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$20,200.00	\$0.00	\$20,200.00	\$0.00	\$0.00	\$20,200.00	0.0
4.53 NONPRINTED MATERIALS	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	0.0
Subtotal	\$30,000.00		\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.0
Grand Total	\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$90,000.00	0.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List

Jasper County Public Library

Report Date: From 1/1/2003 To 1/31/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21587	1	A.E. BOYCE CO., INC.	1/13/2003	Laser Vendor Checks, W2s, 1099s,	\$419.59
21588	2	AccuWeather SALES AND SER	1/13/2003	AP Archive, 1 yr subsc.	\$637.00
21589	3	AMAZON.COM CREDIT	1/13/2003	Books	\$41.25
21590	4	ANTHEM BENEFIT ADMINISTR	1/13/2003	Cobra Administrative Services-2003	\$195.00
21591	5	ARLINGTON ROE CO., INC	1/13/2003	Directors & Officers Public Liability Coverage-2003	\$1,475.00
21592	6	AUSTIN BOOK SALES	1/13/2003	Opportunities In...series	\$71.51
21593	7	BAKER & TAYLOR	1/13/2003	Patron Purchase book & fees	\$31.81
21594	8	BAKER & TAYLOR	1/13/2003	Books, Continuations, Gift Books, AV	\$4,351.59
21595	9	BIERMA HARDWARE, INC.	1/13/2003	Fluorescent bulbs-circline (Wh. Lib.)	\$16.72
21596	10	BROWN'S GARDEN & FLORAL	1/13/2003	October & November '02 mowings @ Rens. Lib.	\$500.00
21597	11	CONSOLIDATED INCORPORA	1/13/2003	Asst. Treasurer & Treasurer bonds-2003	\$200.00
21598	12	CULLIGAN	1/13/2003	Water Cooler Rental-Wh. Lib. (Jan'03)	\$9.95
21599	13	D & J LAWNCARE, INC.	1/13/2003	Fall '02 Cleanup-DeM. Lib.	\$120.00
21451	14	DELL MARKETING L.P.	1/13/2003	Stop Payment Issued 1/6/03; check lost in mail. VOID Check and A/P Voucher #889	(\$998.00)
21600	15	DELL MARKETING L.P.	1/13/2003	Reissued Check for Dell Computer (Original Check #21451 was lost in mail)	\$998.00
21601	16	DEMCO	1/13/2003	Bk Pockets, Video Cases, Labels, Bk. Jackets, Audio Albums, Hangup Bags	\$877.88
21602	17	DIANA KOOY	1/13/2003	Mileage... Adult Counterparts & Expenses, Bank Deposit trips	\$31.85
21603	18	DIANE KROS	1/13/2003	Mileage-Bank Deposits	\$14.60
21604	19	DUMAS, WEIST & MAHNESMIT	1/13/2003	Consultation- 12/11/02 Mahnesmith	\$125.00
21605	20	EBSCO PUBLISHING	1/13/2003	NoveList-Online 10/02-9/03 subscription	\$1,650.00
21606	21	FRIENDS OF RENSSELAER P	1/13/2003	Rens/Remington Chamber of Commerce Dinner Award - 12/6/02	\$15.00
21607	22	GAIL JUNG	1/13/2003	AVC Mtg. Mileage & Expenses, Chamber Luncheon	\$106.32
21608	23	GALE GROUP	1/13/2003	Consumer Sourcebk, Newsmakers, Info. Plus series - Continuations	\$1,086.88
21609	24	GATEWAY LEARNING CORPO	1/13/2003	Hooked on Phonics sets	\$130.00
21610	25	HP PRODUCTS CORP.	1/13/2003	Trash bags, Hand Soap, Paper Towels, Jumbo TP, Kleenex, Urinal Deod.	\$996.08
21611	26	INCOLSA	1/13/2003	Discovering Collection, 1/1/03-12/31/03; NetLibrary, 2/1/03- 1/31/04 Subscriptions	\$3,294.91
21612	27	INDIANA DEPT.OF WORKFOR	1/13/2003	Fourth Qtr. 2002 Payment- Unemployment Compensation	\$47.18
21613	28	INDIANA UNIVERSITY PRESS	1/13/2003	Historic Homes Bk.	\$35.27
21614	29	IDOC/EPD - PFEET	1/13/2003	PFEET 1st Qtr. 2003 Pynt - Energy Efficient Contract, Boiler Replacement per contract	\$2,402.97
21615	30	INFORMATION & RECORDS A	1/13/2003	Positive-to-Positive toner - Microfiche machine	\$71.77
21616	31	INGRAM	1/13/2003	Paperbacks	\$21.68
21617	32	JAMES D. LOWER	1/13/2003	Snow Removal - Wh. Lib.	\$20.00
21618	33	JENNIFER L. EVERS	1/13/2003	Mileage - TLC Users Gr. Mtg.	\$73.37
21619	34	KEVIN GIBSON	1/13/2003	Handyman Jobs- Gutter cleaning, Ceiling Tile, fl. light replacements, path removal, install shelf top	\$100.00
21620	35	LIBRARY STORE, INC.	1/13/2003	Science Fiction Labels	\$10.60
21621	36	LISA DAVIS	1/13/2003	Mileage	\$8.03
21622	37	MED PRESS	1/13/2003	Books	\$55.90
21623	38	METAL EDGE, INC	1/13/2003	Print & Negative Sleeves - DeM. Genealogy Dept.	\$72.58
21624	39	MOOLENAAR SUPREME.LAW	1/13/2003	Fertilization & Grub Application-2003 season @ DeM. & Rens. Libraries	\$690.00
21625	40	NANETTE SPEACHT	1/13/2003	Mileage-Business Ref. Wkshp & Xmas Party	\$24.09
21626	41	PATTY STRINGFELLOW	1/13/2003	Library rep for Rens./Remington Chamber Luncheon	\$6.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21627	42	PETERSON'S	1/13/2003	Books	\$41.90
21628	43	PRECISION CONTROL SYSTE	1/13/2003	Install new Bearing Assembly, Leaky valves repairs	\$761.88
21629	44	PUBLIC EMPLOYEES' RETIRE	1/13/2003	4th Quarter 2002 Pymt- Retirement fund	\$15,827.62
21630	45	QUILL	1/13/2003	Binders, Print Cartridges, Hi-Liters, Paper Clips, Liq. Paper, Envelopes, Rubber Bands, Legal Pads, Staples, Message Pads	\$646.15
21631	46	RAND MCNALLY & COMPANY	1/13/2003	Commercial Atlas-2003 ed.-Continuations	\$300.21
21632	47	REBECCA GIBSON	1/13/2003	Mileage for Water Testing sample, Summer Reading. Prize	\$34.86
21633	48	RECORDED BOOKS, LLC	1/13/2003	CD Album Binders w/sleeve	\$237.45
21634	49	SECURITY COURIERS CORP.	1/13/2003	Courier Service b/w branches, 11/29-12/27/02	\$1,127.34
21635	50	SPRINT YELLOW PAGES	1/13/2003	Directory charges for Jan & Feb. 03	\$150.50
21636	51	TASTE OF HOME BOOKS	1/13/2003	Books-Annual recipes	\$23.90
21637	52	TYSEN'S COUNTRY GROCERY	1/13/2003	After-School , Friends Luncheon, Chess & Game Day, Adult Bk. Discussion Program Supplies	\$30.26
21638	53	UNIQUE MANAGEMENT SERVI	1/13/2003	Collections-November Initial & Secondary Placements	\$156.76
21639	54	WAL-MART COMMUNITY BRC	1/13/2003	Videos, Ch. Xmas Party Crafts, Headphones, DVDs, Music CDs, Adult Bk Disc. Supply	\$1,027.83
21640	55	ZURICH	1/13/2003	Bldg & Workers Comp Insurance Premium-4th Qtr Pymt. Thru 4/16/03	\$7,794.25
0	56	PAYROLL	1/10/2003	PAYROLL	\$33,598.54
21641	57	ING	1/10/2003	Deferred Compensation withheld from Payroll 10 JAN '03	\$2,175.54
21642	58	LA-PORTER FEDERAL CREDIT	1/10/2003	Withheld from Payroll 10 JAN '03	\$225.00
21643	59	OOMS BROS. DISPOSAL SERV	1/10/2003	Trash Disposal 1/01/03 - 3/31/03;D	\$60.05
21644	60	RENSSELAER REPUBLICAN	1/10/2003	Annual Newspaper Subscription R & W	\$217.00
21645	61	TOWN OF DEMOTTE	1/10/2003	Sewer Service Nov '02-Demotte	\$62.70
21646	62	TOWN OF WHEATFIELD SEW	1/10/2003	Sewer Service Jan '03-Wheat	\$41.05
0	63	INTERNAL REVENUE SERVICE	1/13/2003	FICA & FED Tax Withheld from Payroll 10 JAN '03	\$7,605.40
0	64	INDIANA DEPARTMENT OF RE	1/17/2003	State & County Tax Withheld DEC '02	\$2,464.53
21647	65	SPRINT	1/10/2003	Dataline and Rens Pay phone	\$566.25
0	66	PAYROLL	1/24/2003	PAYROLL	\$33,163.68
21648	67	AFLAC	1/24/2003	Supplemental Health Insurance-FEB '03	\$106.80
21649	68	ANTHEM LIFE	1/24/2003	FEB '03 Life Insurance Premium-20 employees	\$75.00
21650	69	INCOLSA	1/24/2003	Reference Interview in the 21st Century Workshp- 2/20/03;Tachtiris	\$40.00
21651	70	INCOLSA	1/24/2003	Computers in Libraries-2/12 - 3/14/03;Maxwell, Evers	\$310.00
21652	71	INDIANA LIBRARY FEDERATIO	1/24/2003	ILF Legislative Day-2/18/03;Stringfellow, Daugherty	\$62.50
21653	72	ING	1/24/2003	Deferred Compensation withheld from payroll 24 JAN '03	\$2,175.54
21654	73	LA-PORTER FEDERAL CREDIT	1/24/2003	Withheld from Payroll 24 JAN '03	\$325.00
21655	74	NIPSCO	1/24/2003	Utilities;Wheat 12/11/02 - 1/14/03;Dem. 12/18/02 - 1/16/03	\$4,323.46
21656	75	SPRINT	1/24/2003	Local Telephone Jan '03-Wheat	\$137.62
21657	76	SPRINT	1/24/2003	Long Distance DEC '02-Dem. & Wheat	\$43.67
0	77	INTERNAL REVENUE SERVICE	1/27/2003	FICA & Fed Tax Withheld from payroll 24 JAN '03	\$7,487.52
21658	78	CITY OF RENSSELAER	1/24/2003	Rens. Utilities 12/10/02 - 1/9/03	\$2,023.23
21659	79	Midwaynet.net	1/24/2003	Wireless Communication Rens/Dem Library Feb '03	\$420.00
21660	80	POST TRIBUNE	1/24/2003	Annual Subscription to 2/5/04-Rens	\$80.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$145,988.97

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, January 31, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$145,988.97

Date this 10th day of February, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

January 31, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,945.73	\$2,945.73
DeMotte	\$1,162.18	\$1,162.18		
Rensselaer	\$1,143.16	\$1,143.16		
Wheatfield	\$640.39	\$640.39		
PHOTOCOPIES:			\$547.59	\$547.59
DeMotte	\$210.25	\$210.25		
Rensselaer	\$243.49	\$243.49		
Wheatfield	\$93.85	\$93.85		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,502.96	\$1,502.96
Checking/Repurchase/Savings	\$1,502.96	\$1,502.96		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$120.53	\$120.53
Insurance	\$0.00	\$0.00		
Rebates/Refund	\$83.58	\$83.58		
Postage	\$0.00	\$0.00		
Reimbursements,PFEFF	\$0.00	\$0.00		
Fixed Asset Sales	\$36.95	\$36.95		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$0.00	\$0.00		
Telephone refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$5,116.81	\$5,116.81
PLAC FUND:			\$0.00	\$0.00
GIFT FUNDS:			\$554.83	\$554.83
DeMotte	\$192.58	\$192.58		
Rensselaer	\$104.25	\$104.25		
Wheatfield	\$258.00	\$258.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$47.44	\$47.44
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$557.90	\$557.90
Interest Earned	\$557.90	\$557.90		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,276.98	\$6,276.98

WITHHOLDING ACCOUNT FUNDS:

			\$23,982.19	\$23,982.19
FIT Tax Collected	\$5,465.46	\$5,465.46		
FICA Collected	\$4,813.73	\$4,813.73		
State Tax Collected	\$2,102.29	\$2,102.29		
County Tax Collected	\$576.21	\$576.21		
Deferred Comp Plan	\$4,351.08	\$4,351.08		
#125 Pre-tax Plan	\$3,839.10	\$3,839.10		
Life/Health Insurance	\$22.80	\$22.80		
PERF	\$2,261.52	\$2,261.52		
Credit Union	\$550.00	\$550.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$30,259.17	\$30,259.17

Voucher List
Jasper County Public Library

Report Date: From 2/1/2003 To 2/10/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21661	81	ACADEMIC SOFTWARE	2/10/2003	Children CD-Roms	\$198.72
21662	82	AVC CORPORATION	2/10/2003	Annual Service Agreement-Financial Computer	\$1,188.00
21663	83	BAKER & TAYLOR	2/10/2003	Books, Continuations, AV	\$5,801.71
21664	84	BARNES & NOBLE	2/10/2003	Books, Videos, Reading Prizes	\$400.92
21665	85	BRACKEMYRE PUBLISHING	2/10/2003	Indiana Media Directory-Continuations	\$89.00
21666	86	CAMPBELL PRINTING COMPA	2/10/2003	Letterhead Stationery & Envelopes; Imprinted Fine labels	\$719.35
21667	87	CENTRAL STATES SALES CO	2/10/2003	Ceiling Spot Bulbs, Outdoor Lights	\$91.00
21668	88	CHICAGO TRIBUNE	2/10/2003	Rens. Subscription 2/10/03-2/9/04	\$132.60
21669	89	CULLIGAN	2/10/2003	Water & Cooler Rental-Feb'03	\$39.65
21670	90	DEMCO	2/10/2003	Reading Labels, Button-Maker parts	\$29.37
21671	91	DEVON'S FAMILY RESTAURAN	2/10/2003	Anniversary Celebration-Director	\$224.75
21672	92	DIANA KOOY	2/10/2003	Bank Deposits & Evaluation Mtg.-Mileage	\$27.36
21673	93	DIANE OPOLSKI	2/10/2003	Mileage-R/A Counterparts Mtg. & Ask Mtg.	\$38.52
21674	94	FACTS ON FILE	2/10/2003	ScienceExperiments On File & Career Guidance On File	\$936.00
21675	95	FASE'S WATER TREATMENT	2/10/2003	Redout for Softner-DeMotte Lib.	\$61.50
21676	96	GA FOODS GROUP	2/10/2003	Mgmt Mtg Supplies	\$11.56
21677	97	GAIL JUNG	2/10/2003	Rens. Petty Cash (Postage, tape, indexes, batteries)	\$32.62
21678	98	GARNER ROOFING, INC	2/10/2003	Snow Removal 12/25/02-1/5/03	\$250.00
21679	99	HERITAGE OFFICE PRODUCT	2/10/2003	Silver Markers	\$16.68
21680	100	HIGHSMITH CO. INC.	2/10/2003	Magazine binders	\$70.40
21681	101	HOLLINGER CORPORATION	2/10/2003	Polyester Film Roll-Genealogy Dept.-Rens.	\$48.72
21682	102	HRS USA	2/10/2003	Videos, DVDs, CDs, CD-ROMS	\$1,810.85
21683	103	INDIANA HISTORICAL SOC.	2/10/2003	Genealogical Research on the Internet, 3/7/03- Beedle/Brown	\$100.00
21684	104	INDIANA LIBRARY FEDERATIO	2/10/2003	Membership-Annual Dues (Trustee & Institutional)-2003	\$1,489.55
21685	105	INGRAM	2/10/2003	Paperback Books	\$30.23
21686	106	INSPIRATIONAL DISTRIBUTOR	2/10/2003	Books	\$12.38
21687	107	JACKIE SAXON	2/10/2003	Cleaning-Dewey costume; Mileage-AV trip	\$25.27
21688	108	JAMES D. LOWER	2/10/2003	Snow Removal, sidewalks-Wh. Lib. (1/3/03-1/21/03)	\$175.00
21689	109	JASPER COUNTY HOSPITAL	2/10/2003	Water Testing, 1/7/03-DeMotte Lib.	\$30.00
21690	110	JENNIFER L. EVERS	2/10/2003	Overnight Ship/TLC & Mileage-Salesman Visit	\$43.14
21691	111	KONE, INC.	2/10/2003	Qty Mtnc-1st Qtr.-DeMotte Elevator	\$370.80
21692	112	LAFAYETTE BANK AND TRUST	2/10/2003	Safety Deposit Box-Annual Rental 2003	\$32.00
21693	113	LINDA THOMPSON	2/10/2003	Mileage-Marketing Mtg.	\$15.84
21694	114	LYNN DAUGHERTY	2/10/2003	Mileage	\$33.84
21695	115	MOOLENAAR SUPREME.LAW	2/10/2003	2003 Fertilization-Wh. Lib.; Fall Aereation-Rens. Lib.	\$461.00
21696	116	NORTHWESTERN INDIANA TE	2/10/2003	Local Telephone-DeMotte Lib. Feb'03	\$125.94
21697	117	PEGGY WOODS	2/10/2003	Mileage	\$31.90
21698	118	PLATINUM PLUS FOR BUSINE	2/10/2003	CIL Hotel Deposit (3/11/03); US Airways-CIL trip; Lib of Congress Books	\$911.55
21699	119	POSTMASTER GENERAL	2/10/2003	Stamps: 2000-37cent; 20-45cent;100-1cent; 100-2cent; 100-4cent;50-60cent;100-10cent; 100-20cent; 80-\$1; 100- 40cent; 50-83cent	\$977.50
21700	120	PRECISION CONTROL SYSTE	2/10/2003	Valve Replaced, Linkages checked, added insulation	\$363.21
21701	121	QUILL	2/10/2003	Construction Paper, Printer/Fax/Inkjet Cartridges, stapler, legal pads, M-fold Towels, diskettes, Contact Paper,etc	\$1,352.13
21702	122	RECORDED BOOKS, LLC	2/10/2003	Audiobooks	\$241.60
21703	123	RENS./REMINGTON CHAMBER	2/10/2003	Life Style Expo-4/12/03	\$50.00
21704	124	RUSSELL R. SESSIONS	2/10/2003	Snow Removal;Plow, Shovel & Salt,12/26/02 - 1/28/03	\$1,675.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21705	125	SAINT JOSEPH COLLEGE	2/10/2003	St. Joseph's College Work Study Program-Kimberly Roberts;10/6/02- 12/14/02	\$87.69
21706	126	SECURITY COURIERS CORP.	2/10/2003	Courier Service b/w branches 1/3 - 1/24/03	\$992.14
21707	127	SELBY PUBLISHING	2/10/2003	Mt. Calvary Catholic Cemetery Genealogy Book	\$19.00
21708	128	SUNCOAST #3009	2/10/2003	Video's & DVD's	\$224.70
21709	129	T. J. CUSTOM SERVICES	2/10/2003	Wheatfield Snow Removal-12/26/02, 1/2, 1/6, 1/14, 1/17 & 1/26/03	\$240.00
21710	130	RENSSELAER REPUBLICAN	2/10/2003	Ad-10 Hr/wk Page Rens.	\$100.00
21711	131	THYME WITH ROSEMARY BO	2/10/2003	Program presenter-Rosemary Perry 2/24/03	\$75.00
21712	132	TOWN OF DEMOTTE	2/10/2003	Sewer Service DEC '02-Demotte	\$62.70
21713	133	TOWN OF WHEATFIELD SEW	2/10/2003	Sewer Service FEB '03-Wheatfield	\$41.05
21714	134	TRUGREEN LIMITED PARTNE	2/10/2003	10 bags Ice Melter-Rens	\$110.00
21715	135	UNIQUE MANAGEMENT SERVI	2/10/2003	Collections-Dec '02;Initial & Secondary Placements	\$210.36
21716	136	UPSTART	2/10/2003	Bookmarks, Posters, Finger Puppets, Bags, Teen Mystery Game	\$380.52
21717	137	VIKING OFFICE PRODUCTS	2/10/2003	Const. Paper, index cards, labels,tape, binders,color copy paper, paper & sheet protectors	\$286.77
21718	138	VISTA INC.	2/10/2003	Kodak Carousel Projector Bulbs	\$33.20
21719	139	WAL-MART COMMUNITY BRC	2/10/2003	Video's, DVD's,Rens. Children & Adult program supplies,light bulbs,clorox wipes	\$281.89
21720	140	WICK'S AIR FILTER SERVICE, I	2/10/2003	Kleen Pleat Furnace Filters	\$724.12
Total Amount of Claims					\$24,636.30

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, February 04, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$24,636.30

Date this 10 day of February, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MARCH

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, March 10, 2003, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of February meeting (R 1 - R 2)
- B. Bills/Financial Reports (F)
- C. Policy review (R 9-R10)

General Business

- | | |
|--|-------------------|
| A. Feasibility Study: Wheatfield Library (R 27,etc.) | Discussion/Action |
| B. Capital Projects Fund Plan (R 11-19, R7-8) | Action |
| C. Building Insurance | Action |
| D. Health insurance (R21-22) | Action |
| E. Wheatfield landscaping (R23,R26) | Action |
| F. KV Newspapers (R 26) | Action |

Director's Report (R 25-R 26)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

**Jasper County Public Library Board of Trustees
Rensselaer Library**

February 10, 2003

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig, Sue Deardorff, Joan Floyd, Mari Anne Saylor, Lynn Daugherty, Patty Stringfellow, Jackie Saxon

Consent Agenda & Consent Agenda Items: Minutes of the January board meeting, bills, financial reports, policy revisions for the Circulation, Employee Ethics and LCD Projector policies, Salary Ordinance revisions and workshop requests were approved on a motion by M. Heinig, seconded by M. Crawford.

Rensselaer Library Annual Report: Patty Stringfellow, Headquarters Librarian, highlighted the most important activities and accomplishments of the past year. These included:

Marketing: Chamber Expo booth, PowerPoint presentation on library services, 330 letters to incoming St. Joseph's College students, presentation for homeschooling parents, and library map.

Outreach: With Dress Down Days for Charity, the Rensselaer and Wheatfield Libraries raised \$181 for charity. The Christmas Tree Walk yielded over 300 food items for the Food Pantry. A Relay for Life library team netted \$2700 for the American Cancer Society. Free tax aid in the library saved more than 50 low income families from paying tax preparation fees. Patty serves on the Learning Network board which provides lifelong learning programs to meet community needs.

Programming: Highlights were the presentation on General Milroy, Antique Appraisal Seminar, the autumn cooking series, fall festival and 10th birthday celebration for the building. A grant from Prairie Arts Council funded one summer reading program for all our libraries. A dramatic portrayal of Johnny Appleseed was also popular.

Volunteers logged 652 hrs and served the library in many ways.

Staff training involved in-house workshops, attendance at conferences & workshops and visits to other noteworthy libraries.

Collection development/maintenance: Through a gift from the Rensselaer Republican, we added 28 new microfilms of Rensselaer newspapers and received backup copies of many others. We received a grant from Walmart with which we purchased Spanish language materials. We have added new online databases, many of which can be accessed from home computers connecting to our webpage. We added nearly 60

audiobooks to our growing collection.

Special activities: Memorial Tree Dedication, Inventory of Milroy documents, poetry competition. In December the Chamber of Commerce gave us a Business/Organization Anniversary Award in recognition of 10 years of service in our present building.

Goals: The Friends of the Library has 16 new members. Workshops have been held to improve patrons' search skills in the library and on the computers. Patty's goals for 2003 will include a search for funding for a digital microfilm reader, a concert on the lawn in June, and a Meet the Author series.

Jackie Saxon, Youth Services Librarian, offered more than 16 toddler times and 48 storytimes last year, including a few in the evenings. These are very popular and well-attended programs. She offered after school craft programs both in the library and at schools and youth centers, but was dissatisfied with attendance. She gives booktalks to groups on request. She has held a Game Day, a Lego Fun Day, a PreSchool Open House and, presently, a very successful Chess Program. She and assistant Lisa Davis visited all Rensselaer elementary and middle schools to invite students to participate in the summer reading program. Attendance was down over the previous year, yet 162 registered and 92 completed the program. Nineteen participated in the Young Adult Summer Reading program.

Planning is underway for summer reading and for activities to accompany the Young Adult Summer Reading program. These activities may include a Murder Mystery program, a game night, line dancing and a paperback swap.

The board acknowledged the great service which the Rensselaer staff has offered to the community.

Wheatfield landscaping: Agreeing that something must be done to dress up the area where rotting railroad ties have been removed along the east side of the library, the board asked that less expensive remedies be found.

Milroy swords: M. Heinig asked if a wall-mounted museum case could be purchased for display of two swords belonging to General Milroy which now reside in the director's closet. Others agreed with this request.

Purging of patron registration: On a motion by M. Crawford, seconded by J. Floyd, the board approved the purging of registration records for patrons whose cards have been expired for at least two years and who owe up to \$5.00 in fines for materials returned. The records of patrons owing more than \$5.00 and those who have not returned library materials will not be purged until the fines have been paid and materials returned or paid for.

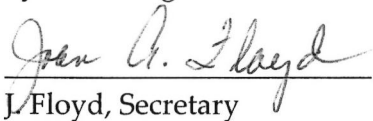
Capital Projects Fund: The board discussed possible ways in which capital projects funds might be used in future years. Suggestions included: the cost of digitizing the Milroy collection, computer upgrades, new roofs for DeMotte and Rensselaer, teleconferencing equipment for the three libraries, and a security system.

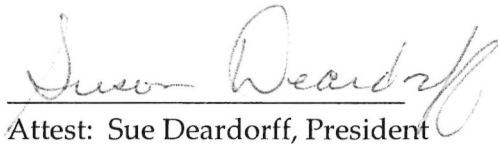
Building Insurance: Requests for proposals have been sent to 6 insurance agencies in the county. Proposals must be returned by 4 PM on Thursday, March 6, at which time they will be opened. A board member should be in attendance at the opening of the proposals. L. Daugherty asked that board members let her know if they can attend. S. Deardorff will attend if no board member living closer to Rensselaer is available.

Wheatfield Expansion Project: Architects will present the results of their feasibility study at the March meeting. Board members will be asked to decide which option they wish to accept. It will then be time to contract with the architects to proceed with the design work and construction documents and, if the new building option is chosen, to move to purchase necessary land. The planning phase of the project will take about 10 months, followed by 7-10 months for construction (depending upon option).

Director's Report: L. Daugherty reported that the 2003 budget has been approved by the DLGF. She asked that board members contact her if they are interested in attending the ILF Annual Conference (in particular the session for board members on Wednesday, April 16). She noted that staff will investigate options for replacing carpeting at DeMotte and Rensselaer later this year.

Adjournment: The board adjourned at 8:45 PM on a motion by M. Crawford, seconded by M. Heinig.


Joan A. Floyd, Secretary


Attest: Sue Deardorff, President

February 2003

[illegible]

MONTHLY SYSTEM STATISTICS	2002	2003	% change
Circulation	24,886	26,135	5.0%
Jan. to date circulation	52,154	51,883	-0.5%

7

CIRCULATION BY HOLDINGS CODE
February 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	27	1		28
Award Winner JFIC (DAJFIC)	5			5
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)				0
Award Winner YAFIC (DAYAF)	8			8
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	75	6	2	83
Books on CD (DBKCD)	39	1	1	41
Books on Tape (DBKT)	137	9	1	147
Compact Disc (DCD)	399	6	6	411
DVD	495	1	1	497
Equipment (DEQP)	5			5
See librarian (DERR)				0
Express Book (DEXP)	34			34
Fiction (DFIC)	1370	44	22	1436
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)	1			1
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	230			230
Juv. Biography (DJBIO)	67	5	1	73
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	78			78
Juv. Compact Disc (DJCD)	31			31
Juvenile Easy (DJE)	2447	1	5	2453
Juv. Easy Reader (DJER)	648			648
Juv. Fiction (DJFIC)	241	3	3	247
Juv. Holiday books (DJHOL)	14			14
Juv. Magazine (DJMAG)	63			63
Juv. Music Cassette (DJMC)	3			3
Juv. Nonfiction (DJNF)	726	27	8	761
Juv. Nonfic Text Bk (DJNFTB)	4			4
Juv. Paperback fic (DJPBF)	241			241
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	108	3	1	112
Large Print Nonfic (DLPNF)	11			11
Magazine (DMAG)	642	1	3	646
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1214	49	19	1282
Nonfiction VHS (DNFVHS)	75	6	1	82
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	19			19
Parent Shelf Ref (DPREF)				0
Reference (DREF)	1			1
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	2			2
Spanish Collection (DSPA)	15			15
Software (DSWAR)	216		1	217
Vertical File (DVF)	30			30
VHS	1193	6	2	1201

YA Biography (DYAB)	7			7
YA Books on CD (DYABKCD)	8			8
YA Books on Tape (DYABKT)	0			0
YA Fiction (DYAF)	50	2	1	53
YA Nonfiction (DYANF)	44	7		51
YA Paperback Fic (DYAPBF)	105	6	2	113
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		1		1
Award Winner JFIC (RAJFIC)	1	1		2
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	6	66	1	73
Books on CD (RBKCD)		60	2	62
Books on Tape (RBKT)	3	211		214
Compact Disc (RCD)	11	300	2	313
DVD	1	854		855
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		102		102
Fiction (RFIC)	40	1318	12	1370
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		5		5
Internet (RINTER)		543		543
Juv. Biography (RJBIO)	7	47		54
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		107		107
Juv. Compact Disc (RJCD)	1	8		9
Juvenile Easy (RJE)	9	1124	5	1138
Juv. Easy Reader (RJER)		184	1	185
Juv. Fiction (RJFIC)	7	344	3	354
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		10		10
Juv. Music Cassette (RJMC)		27		27
Juv. Nonfiction (RJNF)	20	782	8	810
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	6	290		296
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)		46		46
Large Print Nonfic (RLPNF)		8		8
Magazine (RMAG)	2	295		297
Music Cassette (RMCAS)		5		5
Nonfiction (RNFIC)	31	1131	15	1177
Nonfiction VHS (RNFVHS)	2	63	3	68
Professional Coll. (RPRO)		2		2
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1		1
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	3	14		17
Software (RSWAR)		158		158
Vertical File (RVF)		5		5

Vertical File (WVF)		2		2
VHS	3	3	654	660
YA Biography (WYAB)			5	5
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)		3	52	55
YA Nonfiction (WYANF)	6	4	33	43
YA Paperback Fic (WYAPBF)		4	54	58
TOTAL	11422	10298	3975	25695

CIRCULATION BY HOLDINGS CODE
February 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	2	2	5
Award Winner JE (AJE)	27	3	2	32
Award Winner JFIC (AJF)	6	1	1	8
Award Winner JNF (AJNF)	4	0	0	4
Award Winner JPFIC (AJPF)	0	3	0	3
Award Winner YAFIC (AYAF)	8	4	0	12
Award Winner YAPFIC (YAYPBF)	1	1	0	2
Biography (BIO)	83	78	51	212
Books on CD (BKCD)	40	62	10	112
Books on Tape (BKT)	140	239	45	424
Compact Disc (CD)	414	311	133	858
DVD	499	857	318	1674
Equipment (EQP)	5	0	0	5
See librarian (ERR)	0	0	0	0
Express Book (EXP)	34	102	0	136
Fiction (FIC)	1443	1408	574	3425
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	1	0	0	1
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	5	0	5
Internet (INTR)	230	543	155	928
Juv. Biography (JBIO)	85	53	29	167
Juv. Book on CD (JBKD)	2	0	0	2
Juv. Book on Tape (JBKT)	84	108	16	208
Juv. Compact Disc (JCD)	32	8	6	46
Juvenile Easy (JE)	2460	1126	464	4050
Juv. Easy Reader (JER)	649	184	125	958
Juv. Fiction (JFIC)	249	350	125	724
Juv. Holiday (JHOL)	14	0	0	14
Juv. Magazine (JMAG)	63	10	11	84
Juv. Music Cassette (JMC)	3	27	2	32
Juv. Nonfiction (JNF)	750	817	197	1764
Juv. Nonfic Text Bk (JNFT)	4	0	0	4
Juv. Paperback fic (JPBF)	251	297	94	642
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	109	50	21	180
Large Print Nonfic (LPNF)	13	8	2	23
Magazine (MAG)	650	296	201	1147
Music Cassette (MCAS)	0	5	0	5
Nonfiction (NFIC)	1276	1212	467	2955
Nonfiction VHS (NFVH)	77	70	40	187
Professional Coll. (PROF)	0	2	0	2

VHS	2	1510	11	1523
YA Biography (RYAB)	1	12		13
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		8		8
YA Fiction (RYAF)	2	132	1	135
YA Nonfiction (RYANF)	6	75	3	84
YA Paperback Fic (RYAPBF)	1	111	1	113
Award Winner JBIO (WAJBIO)	1		2	3
Award Winner JE (WAJE)		1	2	3
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	2	6	48	56
Books on CD (WBKCD)	1	1	7	9
Books on Tape (WBKT)		11	44	55
Compact Disc (WCD)	4	5	125	134
DVD	3	2	317	322
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	33	46	540	619
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			155	155
Juv. Biography (WJBIO)	11	1	28	40
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	6	1	16	23
Juv. Compact Disc (WJCD)			6	6
Juvenile Easy (WJE)	4	1	454	459
Juv. Easy Reader (WJER)	1		124	125
Juv. Fiction (WJFIC)	1	3	119	123
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			11	11
Juv. Music Cassette (WJMC)			2	2
Juv. Nonfiction (WJNF)	4	8	181	193
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	4	7	94	105
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	1	20	22
Large Print Nonfic (WLPNF)	2		2	4
Magazine (WMAG)	6		198	204
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	31	32	433	496
Nonfiction VHS (WNVHS)		1	36	37
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)		1		1
Spanish Collection (WSPA)	1		4	5
Software (WSWAR)			60	60

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	19	1	0	20
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	63	66	37	166
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	19	14	4	37
Software (SWAR)	216	158	61	435
Vertical File (VF)	44	7	0	51
VHS	1198	1519	667	3384
YA Biography (YAB)	8	12	5	25
YA Books on CD (YABKCD)	8	0	0	8
YA Books on Tape (YABKT)	0	8	0	8
YA Fiction (YAF)	52	137	54	243
YA Nonfiction (YANF)	56	86	36	178
YA Paperback Fic (YAPBF)	106	121	57	284
				0
Free reads	208	827	147	1182
Puzzles			2	2
Talking books				0
Assignment Shelf Books				0
TOTAL	11704	11198	4161	27063

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1794	2387	742	4923
Nonfiction	1454	1380	561	3395
CHILDREN'S BOOKS				
Fiction	3642	1964	811	6417
Nonfiction	877	873	228	1978
YA BOOKS				
Fiction	167	263	111	541
Nonfiction	64	98	41	203
Magazines, Adult	651	296	201	1148
Magazines, Children	63	10	11	84
Games, Toys	0	5	2	7
Sound Recordings, adult	602	625	188	1415
Sound Recordings, ch	121	143	24	288
Online databases	0	0	0	0
Software	216	158	61	435
Vertical file	44	7	0	51
VHS/DVD	1774	2446	1025	5245
Equipment	5	0	0	5
Total	11474	10655	4006	26135

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

February 2003

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
INTRALIBRARY LOANS FILLED	109	24	105	23	159	34	373	81
LOCAL HISTORY								
In person	3	1	13	4		0	16	5
Letters written	3	3	16	16		0	19	19
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	230	10	543	23	155	6	928	39
Computer software used	12	1	22	2	27	2	61	5
VCR Use	4	1	1	0		0	5	1
Microforms	3	0	46	6		0	49	7
CD ROM/Online databases	176	15	84	7	26	2	286	24
Typewriter use	2	0		0	1	0	3	0
Other equipment used		0		0		0	0	0
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	10	7		0	11	7
Notarized documents	1	0		0	1	0	2	1
Meeting Room Use (no. of groups)	61	20	39	13	30	10	130	43
Study room use	26	2	43	4		0	69	6
INTERLIBRARY LOANS								
Requests made for:	51	13	83	21	31	8	165	41
Items rec'd for:	62	31	66	33	37	19	165	83
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	8293	8477	3374	20144
Non-resident, paying	9	23	2	34
PLAC card users	0	3	0	3
Reciprocal borrowers	495	349	25	869

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Programs for all ages	1	6	6	36		0	7	42
Children's Programs (0-13)	35	210	17	102	8	48	60	360
Number attending	551		284		75		910	
YA Programs (14-17)	6	36	0	0	1	6	7	42
Number attending	162		11		1		174	
Adult Programs	3	18	12	72	4	24	19	114
Number attending	140		142		11		293	
Senior Citizen Programs	4	24	3	18	0	0	7	42
Number attending	39		53		3		95	
Total Number of Programs	49	294	38	228	13	78	100	600
Total Persons Attending	892		490		90		1472	
Total Attending Same Month Last Year	714		273		94		1081	
Total Staff Hours Spent		415		385		160		960
Hours Spent Same Month last year		345		336		113		794

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	5007	60.4%	5030	59.3%	2179	64.6%	12216	60.6%
Corporate	7	0.1%	27	0.3%	7	0.2%	41	0.2%
Juvenile 0-11	1768	21.3%	1645	19.4%	721	21.4%	4134	20.5%
Nonresident No Fee	81	1.0%	243	2.9%	55	1.6%	379	1.9%
Nonresident Fee	9	0.1%	23	0.3%	2	0.1%	34	0.2%
Reciprocal	495	6.0%	349	4.1%	25	0.7%	869	4.3%
School	10	0.1%	71	0.8%	4	0.1%	85	0.4%
St. Joseph College	0	0.0%	235	2.8%	0	0.0%	235	1.2%
State Library Card	0	0.0%	3	0.0%	0	0.0%	3	0.0%
Staff	28	0.3%	50	0.6%	12	0.4%	90	0.4%
YA 12-17	888	10.7%	801	9.4%	369	10.9%	2058	10.2%
Total	8293		8477		3374		20144	
All items borrowed by nonresidents	595	7.2%	924	10.9%	86	2.5%	1605	8.0%

Brainstorming JCPL's Future Needs

Ideas gleaned from discussions with management staff and library board

Proposed source of funds is indicated in italics after the item. Items indicating "Capital Projects Fund" are items incorporated in the 2004-2006 CPF Plan. The Library has the option of changing the plan each year, so that other items could be incorporated here if needs change.

Technology Needs

New web server in 2005 or 2006 (\$6000) (*Capital Projects Fund*)

New TLC server in 2005 or 2006 (\$12,000) (*Capital Projects Fund*)

Laser color copier/printer for each library for marketing needs (\$12,000 which may not cover each library) (*Capital Projects Fund*)

1 g cabling to replace 10mbps or 100mbps connections (We will install this in new Wheatfield building and in 2005 install at D & R.) (*Capital Projects Fund*)

Upgraded phone system with voice mail for all libraries (\$18,000)—2005 (*Capital Projects Fund*)

Minor technology needs above the \$30,000 designated in CPF for support annually:

3-4 additional computers (1 word processing-D; 1 for YA room at D & R) (*Capital Projects Fund*)

2-3 additional laser printers (*Capital Projects Fund*)

Upgrade WAN from R to D & W (for instance, to T-1): Presently impossible at DeMotte. Because this is an annual expense, we felt it should be funded from the operating budget, should it ever become possible and necessary. (*Operating Fund*)

New computer projector: *(Fendig funds from Foundation)*

Teleconferencing equipment for 3 libraries: This would take significant bandwidth which would make our Internet and TLC automated catalog function very slowly at the branches. *(Future Capital Projects Funding, for Rensselaer)*

Digitization of Milroy collection: We cannot project our specific needs at this time. *(Grants 2004 or 5)*

Security system: Low priority *(Future CPF or LIRF)*

Self-checkout TLC stations: Low priority. Very expensive . *(Future CPF)*

Mobile wireless lab (\$30,000): *(Wheatfield Construction Fund)*

Non-Technology Needs

Change orientation of front entrance at DeMotte to the east side of building *(Capital Projects Fund)*

Additional book shelving at D & R *(LIRF or Operating Fund)*

AV shelving for D & R (esp. DVD, audio) *(LIRF or Operating Fund)*

Additions at D or R: Too far into future to assess needs now. *(Future Capital Projects Funding)*

New roofs at D & R: *(LIRF)*

Shelf toppers on tall shelves at DeMotte to cut down on glare & protect materials from overhead leaks: Low priority. *(Little by little from Operating Fund, if at all)*

Fence for hillside at DeMotte: low priority *(Operating Fund, if at all)*

Redecorating of Young Adult rooms: low priority. May revisit at a later date.

MEMORANDUM

Staff Complaint Policy Gift Policy

Summary: The Policy Committee recommends no changes in the Staff Complaint Policy. They recommend removing relevant wording from the Materials Selection Policy and incorporating it in a new Gift Policy. (see R 10)

Discussion: The Director gathered gift policies from a number of libraries and extracted key points. The Policy Committee considered a number of additions to the library's brief policy on accepting gifts. The result is a succinct policy that still gives latitude for director or board to make decisions on a case by case basis.

Vote: To approve the policies as recommended by the Policy Committee.

Gift Policy

The Library is grateful for gifts or bequests made to the Library in the form of money, securities, property or materials.

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes all decisions on the use or other disposition of gifts it has accepted.
4. The Library reserves the right to decide, and to change, the conditions of display, housing and access to the materials.
5. Any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping, equipment or large works of art, must be approved by the Library Board.

MEMORANDUM

Capital Projects Fund 2004-2006

Brainstorming by the board and by library management generated a long list of future library needs. (See R 7) The Capital Projects Fund as presented here (R 13- R 19) incorporates funds for many of those needs. It includes money for a new web server in 2005 (\$6000) and, possibly, a new TLC server in 2006 (\$12,000).

It includes replacing present cabling with 1 gig cabling at DeMotte and Rensselaer. 1g cabling is becoming the new standard cabling and will be installed in the Wheatfield project. It allows faster service across networks.

The CPF Plan also would fund an upgraded phone system which will have voice mail capabilities for all libraries (about \$20,000) in 2005. We recommend the allocation for future projects be earmarked for a future renovation at DeMotte which would change the library's orientation from west to east or in some other way alleviate the parking problem. Since we have no idea what such a change might entail, we may need to save money for a number of years to pay for this.

Some improvements that were suggested can be funded with Library Improvement Reserve Funds. Others involve annual costs. We felt they should come from the operating budget.

This year, \$60,000 will be used to pay the architect for design fees and \$30,000 for computer upgrades. For 2004, the plan calls for \$30,000 for computer upgrades. All remaining funds would be used for construction costs.

Note: Capital Projects Funds (CPF) can be used to pay for "planned construction, repair, replacement, remodeling or lease of existing real estate. It may be used to pay for site acquisition and development. It may be used to pay for purchase, lease, or repair of equipment to be used by the library district. It may be used to pay for purchase, lease, upgrading, maintenance or repair of computer hardware or software."

Vote: To approve advertising the Capital Projects Fund Plan for 2004-2006 as presented (or with revisions).

Jasper County Public Library Library Capital Projects Fund 2004-2006

I. The Library District

Jasper County Public Library serves all of Jasper County except for Carpenter Township and Remington, with the headquarters library in Rensselaer (208 W. Susan), and branches in DeMotte and Wheatfield.

A seven-member board of trustees governs the library. Mark Heinig III and Timothy Schultz are appointed by the County Council, Joan Floyd and Sue Deardorff by the County Commissioners, Anne-Marie Egan and Mari Anne Sayler by the Rensselaer Central School Board and Michael Crawford is appointed jointly by the Kankakee Valley School Board and West Central School Board. Terms have staggered expiration dates. The library employs 47 persons (the equivalent of 31.2 full-time staff) to work the combined 169 hours the three libraries are open each week.

Current Annual Budget (2003)

<u>Fund</u>	<u>Tentative Approved Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$1,674,434	\$803,542	.0782
Debt Service	\$442,270	\$379,165	.0369
Library Improvement Reserve	\$24,923	\$0	0
Library Capital Projects	\$90,000	\$136,664	.0133

II. Facilities

The DeMotte (901 Birch St. S.W.) and Rensselaer (208 W. Susan) libraries, built in 1992, are approximately 17,000 square feet each. Estimated current value of the Rensselaer library is \$3,234,744. Estimated current value of the DeMotte Library is \$3,137,997 (includes building, contents, outside structures).

The Wheatfield Library (170 S. Grace), built in 1986, is approximately 6,000 square feet. Estimated current value is \$1,244,790 (building, contents, outside structures).

All three buildings are in basically good condition. The Wheatfield Library, however, has become overcrowded. The library is experiencing space shortages in shelving, in space for public computer workstations and study tables, in meeting room space, and in staff workspace.

We have long realized the need to change the DeMotte Library's entrance from the west to the east side of the building to provide patrons with expanded, safer, more accessible and convenient

parking. We also realize that the library will need changes in the future to accommodate expected population growth.

The library district does not own any real estate other than described above. Depending on the results of a feasibility study presently under way, it may purchase a four acre parcel of land on Bierma Street in the town of Wheatfield this spring at a cost of \$70,000.

III. Library Service Area

The library service area is 506 square miles with a population of 27,947. The 2003 annual report shows 19,724 resident registered borrowers and 919 non-resident registered borrowers.

Library use: The number of persons entering each library during an average *week* in 2002 was 1,405 at DeMotte, 2,147 at Rensselaer, and 502 at Wheatfield.

Patron assistance: Patrons often need help finding the book or information they need. Staff handles about 157 requests for assistance per week at DeMotte, 183 at Rensselaer, and 77 at Wheatfield.

Hours: Wheatfield is open 50.5 hours per week, including one evening and Saturdays. DeMotte is open 58 hours per week, including three evenings and Saturdays. Rensselaer is open 60 hours per week, including four evenings and Saturdays.

Materials collection:

Type of Material	DeMotte	Rensselaer	Wheatfield
Books	50,359	58,635	27,987
Videos & DVDs	1,544	2,520	988
Audiocassettes & CDs	1,625	2,454	1,544
Software & CD-ROMs	205	252	151

Periodicals/Newspaper Subscriptions owned by JCPL: 541.

The Library does not limit patrons to use of their own agency's collections. It shares material freely among the three locations via daily courier service. It also borrows almost 2,000 items per year from other libraries across the country through interlibrary loan.

Circulation: Total circulation for 2002 was **295,863 items**, a 4% increase over the previous year. This included 107,651 children's items.

Public programming: The libraries offer a varied selection of programs for persons of all ages. In 2002, the 3 libraries offered a total of 881 programs, with a total attendance of 14,034. These included book discussions, children's story hours, sign language classes, computer and Internet training, tax assistance for low income persons and a great variety of other programs.

Technology:

An automated library system provides for the cataloging of materials, circulation functions, record-keeping and an online patron access catalog. A new system with upgraded capabilities was purchased and installed in 2001.

The Library uses fax machines to move information quickly among the branches and to and from other libraries. It offers satellite programming to the community through a tunable satellite dish.

The Library has a home page on the World Wide Web (www.jasperco.lib.in.us) with links guiding Internet users working in the library or in their homes or offices to useful websites. All staff computers and 41 public workstations now have Internet access. Patrons made almost 10,000 visits to the library's well-used Internet workstations last year.

In addition, a wide-area network allows patrons at all three libraries to access valuable online databases and allows staff to share files with each other. DeMotte and Rensselaer each have four public cd-rom/online database workstations, Wheatfield has two. Most of the online databases leased by the library are also available to patrons from their home or office computers.

Each library provides PCs for patron word processing and spreadsheet needs. Rensselaer has two, Wheatfield has two, and DeMotte has one. Both Rensselaer and DeMotte have a PC that patrons can use to access CD-ROM databases and Internet sites specifically related to Genealogy.

IV. Anticipated Capital Projects Fund Resources

1. Sources and amounts of anticipated income

	2004	2005	2006
Property Taxes	\$181,545	\$196,175	\$210,805
Auto Excise	\$25,000	\$27,000	\$27,847
Financial Institutions Tax	\$310	\$400	\$465
CVET	\$2,100	\$3,200	\$3,900
Other Revenue (Interest)	\$10,000	\$7,000	\$18,000
TOTAL	\$218,955	\$233,775	\$261,017

2. Amount of revenue to be retained for expenditures proposed for future year.

2004	\$ 0	plus amount retained from previous year = \$0
2005	\$ 163,775	plus amount retained from previous year = \$163,775
2006	\$ 216,017	plus amount retained from previous years = \$379,792

3. Projected assessed valuation of the library district

2004	2005	2006
\$1,365,000,000	\$1,475,000,000	\$1,585,000,000

4. Projected tax rates and levies for the Capital Projects Fund based on the above assessed valuations.

	2004	2005	2006
Proposed property tax rate	\$0.0133	\$0.0133	\$0.0133
Proposed levy	\$181,545	\$196,175	\$210,805

V. Proposed Use of the Capital Projects Fund

I.C. 20-14-13-4(b)(1) states that the Library Capital Projects Fund may be used to pay for planned construction, repair, replacement, remodeling or lease of existing real estate. It may be used to pay for site acquisition and development. I.C. 20-14-13-4(c) states that it may be used to pay for purchase, lease, or repair of equipment to be used by the library district. I.C. 20-14-13-4(d) states that it may be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software.

BUDGET YEAR: 2004

Location: System-wide

An appropriation of \$30,000 will be made for purchase, maintenance and upgrading of computer hardware and software, including network and automated systems hardware and software.

Location: Wheatfield Library

An appropriation of \$693,291 will be made for construction costs for the Wheatfield Library building project.

BUDGET YEAR: 2005

Location: System-wide

An appropriation of \$50,000 will be made for purchase, maintenance and upgrading of network cabling, equipment and systems and of computer hardware and software.

Location: System-wide

An appropriation of \$20,000 will be made for an upgraded phone system with voice mail capabilities for all libraries.

Allocation for Future Projects:

Location: DeMotte Library

The sum of \$163,775 will be set aside for future renovation at the DeMotte Library.

BUDGET YEAR: 2006**Location: System-wide**

An appropriation of \$45,000 will be made for purchase, maintenance and upgrading of computer hardware and software, and for network and automated systems hardware and software.

Allocation for Future Projects:**Location: DeMotte Library**

The sum of \$216,017 will be set aside for future renovation at the DeMotte Library.

Summary of Proposed Expenditures
And
Allocation to Future Projects
By Plan Year:

	<u>2004</u>	<u>2005</u>	<u>2006</u>
Planned construction, repair, replacement or remodeling	\$693,291	\$0	\$0
Purchase, lease or repair of equipment:	\$0	\$20,000	\$0
Upgrades, repair and maintenance Of computer hardware and software	\$30,000	\$50,000	\$45,000
<u>Subtotal Proposed Expenditures:</u>	\$723,291*	\$70,000	\$45,000
Allocation for Future Projects	\$0	\$163,775	\$379,792*
<u>Total Expenditures and Allocations:</u>	\$723,291*	\$233,775	\$424,792*

* Includes capital project funds set aside for allocation for future projects from previous year(s) which have not yet been spent.

LIBRARY CAPITAL PROJECTS FUND PLAN SUMMARY
Jasper County Public Library

EXPENDITURES:	2004	2005	2006
(1) Planned construction, repair, replacement or remodeling	\$693,291	-0-	-0-
(2) Acquisition of real property	-0-	-0-	-0-
(3) Site development	-0-	-0-	-0-
(4) Emergency Allocation	-0-	-0-	-0-
(5) Purchase, lease, repair, maintenance of equipment	-0-	\$20,000	-0-
(6) Purchase, lease, repair, maintenance of computer hardware and software	\$30,000	\$50,000	\$45,000
SUBTOTAL EXPENDITURES	\$723,291	\$70,000	\$45,000
(7) Allocation for future projects (cumulative totals)	\$0	\$163,775	\$379,792
TOTAL EXPENDITURES & ALLOCATIONS	\$723,291	\$233,775	\$424,792
SOURCES AND ESTIMATES OF REVENUES			
January 1 Cash Balance	\$504,336	\$0	\$167,600
Less encumbered appropriations	-0-	-0-	-0-
Cash balance available for current plan	\$504,336	\$0	\$167,600
Property taxes	\$181,545	\$196,175	\$210,805
Excise, CVET & F I T Receipts	\$ 27,410	\$30,600	\$ 32,212
Other revenue	\$ 10,000	\$ 7,000	\$ 18,000
TOTAL FUNDS AVAILABLE FOR PLAN	\$723,291	\$233,775	\$424,792
Projected Tax Rate for Library Capital Projects Fund	\$0.0133	\$0.0133	\$0.0133
Projected Tax Rate is based upon an estimated Assessed valuation of	\$1,365,000,000	\$1,475,000,000	\$1,585,000,000

MEMORANDUM

Employee Health/Life Insurance

Summary: Anthem, our health insurance company, has informed us that, by law, we must offer our health and life insurance benefits to all employees working 30 or more hours per week. Presently we pay 80% of the health/life benefits for those working 35 hours or more. We can, however, choose to pay as little as 50% of the cost of the insurance for the 30-34 hour per week employees.

Discussion: Two articles of the Indiana Code cover health care. IC 5-10-8 addresses group health benefits offered by public employers. It says government employers (and we qualify) are not required to offer health insurance to anyone who does not work full time. It does not define full time. IC 27-8-15 covers group health insurance offered by small employers (those employing fewer than 50). It says those employers must offer health insurance to those working 30 hours or more.

Our attorney says we are covered by IC 5-10-8, specific to government employers and IC 27-8-15 does not apply to us. The State Board of Accounts told me they believed that also. However, the Indiana Department of Insurance's chief counsel tells me that she does not see a conflict between the two articles of the code, and that public employers are covered by IC 27-8-15. Kent says we really have no recourse except to follow her ruling.

Senator Brandt Hershman has agreed to request an Attorney General's opinion on the matter. I have no idea how long that takes. In the meantime, we are being told by Anthem that we *must* enroll our employees (if they want to be enrolled) by April 1.

If all five employees who fall in the 30-34 hour category want the insurance, it would cost JCPL an additional \$11,012 to pay 50% of the annual cost. That is the minimum that Anthem allows the employer to pay. I anticipate that few will want it since employees would be paying \$183.53 per month. However, one or two employees may want to cut their hours to below 30 hrs per week in order to remain on their husband's insurance. Some companies will not insure spouses if the spouse can get insurance where s/he works.

Presently we pay all but \$1 of a \$15,000 life insurance policy for every eligible employee. If we did that for the 5 who become eligible, that would cost us \$375. Anthem requires us to pay 25% of the life insurance cost. This would come to \$56.40 annually for the five employees.

We are between a rock and a hard place with no options.

Vote: The Jasper County Public Library will offer health and life insurance benefits to employees working 30 hours or more per week, paying 50% of the cost of health insurance (for employee only) for those working 30-34 hours, and 80% of the cost for those working 35 or more hours. For life insurance we will pay all but \$1.00 of the cost of life insurance for those working 35 hours or more and 25% of the cost of life insurance for those working 30-34 hours per week. The insurance for those working 30-34 hours will *not* be offered if we receive a ruling, by April 1, from the Indiana Attorney General indicating that the library is not required to offer this coverage.

JCPL FINANCIAL STATEMENT

February 28, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$110,329.24	\$231,875.43	\$4,724.38	\$9,841.19	\$541,042.79
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$26.00	\$26.00	\$26.00
Gift Fund	\$2,082.31	\$343.87	\$434.42	\$591.00	\$1,145.83	\$2,793.72
DeMotte	\$521.64	\$72.50	\$145.08	\$15.00	\$207.58	\$584.14
Rensselaer	\$1,450.63	\$213.37	\$231.34	\$576.00	\$680.25	\$1,899.54
Wheatfield	\$110.04	\$58.00	\$58.00	\$0.00	\$258.00	\$310.04
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$86.45	\$133.89	\$93,471.60
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$0.00	\$0.00	\$0.00	\$60,181.32
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$0.00	\$0.00	\$519.78	\$1,077.68	\$382,188.67
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,523.74	\$10,989.20	\$5,523.74	\$10,989.20	\$0.00
FICA Tax Collected	\$0.00	\$4,886.11	\$9,699.84	\$4,886.11	\$9,699.84	\$0.00
State Tax Collected	\$1,928.96	\$2,102.29	\$4,031.25	\$2,188.67	\$4,290.96	\$2,188.67
County Tax Collected	\$535.57	\$576.21	\$1,111.78	\$585.67	\$1,161.88	\$585.67
Deferred Comp.	\$0.00	\$4,351.08	\$8,702.16	\$4,351.08	\$8,702.16	\$0.00
#125 Pre-tax Plan	\$0.00	\$7,585.18	\$7,676.18	\$3,837.10	\$7,676.20	\$0.02
Employee Health/Life Insur.	\$0.00	\$17.80	\$40.60	\$17.80	\$40.60	\$0.00
Employee P.E.R.F.	\$6,593.63	\$0.00	\$6,593.63	\$2,279.40	\$4,540.92	\$4,540.92
Credit Union	\$0.00	\$650.00	\$1,200.00	\$650.00	\$1,200.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$136,365.52	\$282,354.49	\$30,267.18	\$60,526.35	\$1,087,229.38

Bank Balances***Jasper County Public Library******Report as of: 2/28/2003***

<i>Bank</i>		
1	Peoples State Bank	\$986,700.08
2	Demotte State Bank	\$6,847.70
3	Lafayette Bank & Trust-LIRF	\$93,471.60
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$1,087,229.38</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 2/1/2003 To 2/28/2003**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$8,324.35	\$42,011.65	16.5
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$60,019.29	\$119,527.14	\$600,821.86	16.6
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,492.21	\$6,616.91	\$39,823.09	14.2
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,886.11	\$9,699.84	\$50,332.16	16.2
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$47.18	\$1,302.82	3.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$9,233.99	\$25,421.01	26.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$7,709.90	\$7,777.90	\$38,291.10	16.9
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$87.69	\$87.69	\$312.31	21.9
Subtotal	\$959,631.00		\$959,631.00	\$80,389.88	\$161,315.00	\$798,316.00	16.8
2. Supplies							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$197.35	\$197.35	\$252.65	43.9
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$1,596.36	\$2,110.16	\$6,289.84	25.1
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$103.18	\$956.62	\$3,043.38	23.9
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$338.59	\$497.95	\$3,002.05	14.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$724.12	\$724.12	\$475.88	60.3
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.0
2.41 LIBRARY SUPPLIES	\$12,550.00	\$0.00	\$12,550.00	\$1,122.79	\$2,575.15	\$9,974.85	20.5
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$15.60	\$15.60	\$134.40	10.4
Subtotal	\$31,400.00		\$31,400.00	\$4,097.99	\$7,496.54	\$23,903.46	23.9
3. Other Services and Charge							

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$125.00	\$1,375.00	8.3
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$30.00	\$225.00	\$5,775.00	3.8
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$615.12	\$996.11	\$6,003.89	14.2
3.22 POSTAGE	\$5,000.00	\$0.00	\$5,000.00	\$1,026.89	\$1,026.89	\$3,973.11	20.5
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$547.82	\$810.82	\$6,189.18	11.6
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$317.55	\$781.17	\$7,218.83	9.8
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$24.32	\$85.23	\$3,414.77	2.4
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$680.20	\$1,617.25	\$10,232.75	13.6
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$100.00	\$100.00	\$1,700.00	5.6
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$50.00	\$50.00	\$500.00	9.1
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$9,269.25	\$26,205.75	26.1
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$2,414.78	\$5,703.47	\$21,296.53	21.1
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$1,689.91	\$4,608.41	\$38,391.59	10.7
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$89.55	\$149.40	\$850.60	14.9
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$196.95	\$440.40	\$1,959.60	18.4
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$3,164.21	\$7,759.06	\$48,265.94	13.8
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$4.75	\$4.75	\$1,995.25	0.2
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$41.95	\$51.90	\$198.10	20.8
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$1,489.55	\$1,489.55	\$245.45	85.9
3.94 TRANSFER TO LIRF	\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$180,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$2,761.30	\$4,045.40	\$48,668.60	7.7
Subtotal	\$455,969.00		\$455,969.00	\$15,244.85	\$39,570.87	\$416,398.13	8.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$0.00	\$0.00	\$14,965.72	0.0
4.51 BOOKS	\$131,945.00	\$0.00	\$131,945.00	\$6,427.65	\$12,303.71	\$119,641.29	9.3
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$394.60	\$692.20	\$21,307.80	3.1
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$3,774.27	\$10,497.11	\$51,702.89	16.9
Subtotal	\$227,434.00	\$3,676.72	\$231,110.72	\$10,596.52	\$23,493.02	\$207,617.70	10.2
Grand Total	\$1,674,434.00	\$3,676.72	\$1,678,110.72	\$110,329.24	\$231,875.43	\$1,446,235.29	13.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 2/1/2003 To 2/28/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21661	81	ACADEMIC SOFTWARE	2/10/2003	Children CD-Roms	\$198.72
21662	82	AVC CORPORATION	2/10/2003	Annual Service Agreement-Financial Computer	\$1,188.00
21663	83	BAKER & TAYLOR	2/10/2003	Books, Continuations, AV	\$5,801.71
21664	84	BARNES & NOBLE	2/10/2003	Books, Videos, Reading Prizes	\$400.92
21665	85	BRACKEMYRE PUBLISHING	2/10/2003	Indiana Media Directory-Continuations	\$89.00
21666	86	CAMPBELL PRINTING COMPA	2/10/2003	Letterhead Stationery & Envelopes; Imprinted Fine labels	\$719.35
21667	87	CENTRAL STATES SALES CO	2/10/2003	Ceiling Spot Bulbs, Outdoor Lights	\$91.00
21668	88	CHICAGO TRIBUNE	2/10/2003	Rens. Subscription 2/10/03-2/9/04	\$132.60
21669	89	CULLIGAN	2/10/2003	Water & Cooler Rental-Feb'03	\$39.65
21670	90	DEMCO	2/10/2003	Reading Labels, Button-Maker parts	\$29.37
21671	91	DEVON'S FAMILY RESTAURAN	2/10/2003	Anniversary Celebration-Director	\$224.75
21672	92	DIANA KOOY	2/10/2003	Bank Deposits & Evaluation Mtg.-Mileage	\$27.36
21673	93	DIANE OPOLSKI	2/10/2003	Mileage-R/A Counterparts Mtg. & Ask Mtg.	\$38.52
21674	94	FACTS ON FILE	2/10/2003	ScienceExperiments On File & Career Guidance On File	\$936.00
21675	95	FASE'S WATER TREATMENT	2/10/2003	Redout for Softner-DeMotte Lib.	\$61.50
21676	96	GA FOODS GROUP	2/10/2003	Mgmt Mtg Supplies	\$11.56
21677	97	GAIL JUNG	2/10/2003	Rens. Petty Cash (Postage, tape, indexes, batteries)	\$32.62
21678	98	GARNER ROOFING, INC	2/10/2003	Snow Removal 12/25/02-1/5/03	\$250.00
21679	99	HERITAGE OFFICE PRODUCT	2/10/2003	Silver Markers	\$16.68
21680	100	HIGHSMITH CO. INC.	2/10/2003	Magazine binders	\$70.40
21681	101	HOLLINGER CORPORATION	2/10/2003	Polyester Film Roll-Genealogy Dept.-Rens.	\$48.72
21682	102	HRS USA	2/10/2003	Videos, DVDs, CDs, CD-ROMS	\$1,810.85
21683	103	INDIANA HISTORICAL SOC.	2/10/2003	Genealogical Research on the Internet, 3/7/03- Beedle/Brown	\$100.00
21684	104	INDIANA LIBRARY FEDERATIO	2/10/2003	Membership-Annual Dues (Trustee & Institutional)-2003	\$1,489.55
21685	105	INGRAM	2/10/2003	Paperback Books	\$30.23
21686	106	INSPIRATIONAL DISTRIBUTOR	2/10/2003	Books	\$12.38
21687	107	JACKIE SAXON	2/10/2003	Cleaning-Dewey costume; Mileage-AV trip	\$25.27
21688	108	JAMES D. LOWER	2/10/2003	Snow Removal, sidewalks-Wh. Lib. (1/3/03-1/21/03)	\$175.00
21689	109	JASPER COUNTY HOSPITAL	2/10/2003	Water Testing, 1/7/03-DeMotte Lib.	\$30.00
21690	110	JENNIFER L. EVERS	2/10/2003	Overnight Ship/TLC & Mileage-Salesman Visit	\$43.14
21691	111	KONE, INC.	2/10/2003	Qtly Mtnce-1st Qtr.-DeMotte Elevator	\$370.80
21692	112	LAFAYETTE BANK AND TRUST	2/10/2003	Safety Deposit Box-Annual Rental 2003	\$32.00
21693	113	LINDA THOMPSON	2/10/2003	Mileage-Marketing Mtg.	\$15.84
21694	114	LYNN DAUGHERTY	2/10/2003	Mileage	\$33.84
21695	115	MOOLENAAR SUPREME.LAW	2/10/2003	2003 Fertilization-Wh. Lib.; Fall Aereation-Rens. Lib.	\$461.00
21696	116	NORTHWESTERN INDIANA TE	2/10/2003	Local Telephone-DeMotte Lib. Feb'03	\$125.94
21697	117	PEGGY WOODS	2/10/2003	Mileage	\$31.90
21698	118	PLATINUM PLUS FOR BUSINE	2/10/2003	CIL Hotel Deposit (3/11/03); US Airways-CIL trip; Lib of Congress Books	\$911.55
21699	119	POSTMASTER GENERAL	2/10/2003	Stamps: 2000-37cent; 20-45cent;100-1cent; 100-2cent; 100-4cent;50-60cent;100-10cent; 100-20cent; 80-\$1; 100- 40cent; 50-83cent	\$977.50
21700	120	PRECISION CONTROL SYSTE	2/10/2003	Valve Replaced, Linkages checked, added insulation	\$363.21
21701	121	QUILL	2/10/2003	Construction Paper, Printer/Fax/Inkjet Cartridges, stapler, legal pads, M-fold Towels, diskettes, Contact Paper,etc	\$1,352.13
21702	122	RECORDED BOOKS, LLC	2/10/2003	Audiobooks	\$241.60
21703	123	RENS./REMINGTON CHAMBER	2/10/2003	Life Style Expo-4/12/03	\$50.00
21704	124	RUSSELL R. SESSIONS	2/10/2003	Snow Removal;Plow, Shovel & Salt,12/26/02 - 1/28/03	\$1,675.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21705	125	SAINT JOSEPH COLLEGE	2/10/2003	St. Joseph's College Work Study Program-Kimberly Roberts;10/6/02- 12/14/02	\$87.69
21706	126	SECURITY COURIERS CORP.	2/10/2003	Courier Service b/w branches 1/3 - 1/24/03	\$992.14
21707	127	SELBY PUBLISHING	2/10/2003	Mt. Calvary Catholic Cemetery Genealogy Book	\$19.00
21708	128	SUNCOAST #3009	2/10/2003	Video's & DVD's	\$224.70
21709	129	T. J. CUSTOM SERVICES	2/10/2003	Wheatfield Snow Removal-12/26/02, 1/2, 1/6, 1/14, 1/17 & 1/26/03	\$240.00
21710	130	RENSSELAER REPUBLICAN	2/10/2003	Ad-10 Hr/wk Page Rens.	\$100.00
21711	131	THYME WITH ROSEMARY BO	2/10/2003	Program presenter-Rosemary Perry 2/24/03	\$75.00
21712	132	TOWN OF DEMOTTE	2/10/2003	Sewer Service DEC '02-Demotte	\$62.70
21713	133	TOWN OF WHEATFIELD SEW	2/10/2003	Sewer Service FEB '03-Wheatfield	\$41.05
21714	134	TRUGREEN LIMITED PARTNE	2/10/2003	10 bags Ice Melter-Rens	\$110.00
21715	135	UNIQUE MANAGEMENT SERVI	2/10/2003	Collections-Dec '02;Initial & Secondary Placements	\$210.36
21716	136	UPSTART	2/10/2003	Bookmarks, Posters, Finger Puppets, Bags, Teen Mystery Game	\$380.52
21717	137	VIKING OFFICE PRODUCTS	2/10/2003	Const. Paper, index cards, labels,tape, binders,color copy paper, paper & sheet protectors	\$286.77
21718	138	VISTA INC.	2/10/2003	Kodak Carousel Projector Bulbs	\$33.20
21719	139	WAL-MART COMMUNITY BRC	2/10/2003	Video's, DVD's,Rens. Children & Adult program supplies,light bulbs,clorox wipes	\$281.89
21720	140	WICK'S AIR FILTER SERVICE, I	2/10/2003	Kleen Pleat Furnace Filters	\$724.12
0	141	PAYROLL	2/10/2003	PAYROLL	\$35,314.20
21721	142	ING	2/10/2003	Deferred Compensation withheld from Payroll 10 Feb '03	\$2,175.54
21722	143	LA-PORTER FEDERAL CREDIT	2/10/2003	Withheld from Payroll 10 Feb '03	\$325.00
0	144	DEMOTTE STATE BANK	2/10/2003	400-Deposit Slips Demotte	\$45.50
0	145	INTERNAL REVENUE SERVICE	2/11/2003	FICA & FED Tax Withheld 10 Feb '03	\$8,041.28
0	146	INDIANA DEPARTMENT OF RE	2/20/2003	State & County Tax withheld Jan '03	\$2,678.50
21723	147	SPRINT	2/10/2003	Local Rens. Phones, Payphone, Dataline -Feb'03	\$816.48
0	148	PAYROLL	2/25/2003	PAYROLL	\$32,391.98
21724	149	AFLAC	2/25/2003	Supplemental Health Insurance-MAR '03	\$106.80
21725	150	ANTHEM BLUE CROSS AND B	2/25/2003	Health Ins. Premiums-Jan & Feb '03	\$15,131.08
21726	151	ANTHEM LIFE	2/25/2003	MAR '03 Life Insurance Premium-20 Employees	\$75.00
21727	152	ING	2/25/2003	Deferred Compensation withheld from Payroll 25 FEB '03	\$2,175.54
21728	153	CITY OF RENSSELAER	2/25/2003	Rens. Utilities; 1/9 - 2/10/03	\$2,690.56
21729	154	JOURNAL AND COURIER	2/25/2003	Rens. Annual Subscription; 2/20/03 - 2/18/04	\$143.00
21730	155	LA-PORTER FEDERAL CREDIT	2/25/2003	Withheld from Payroll 25 FEB '03	\$325.00
21731	156	Midwaynet.net	2/25/2003	Wireless Communication Rens/Dem Library MAR '03	\$172.20
21732	157	NIPSCO	2/25/2003	Wheatfield Utilities; 1/14 - 2/10/03	\$1,567.18
21733	158	SPRINT	2/25/2003	Local Telephone Wheatfield Mar '03	\$137.62
21734	159	SPRINT	2/25/2003	Long Distance Jan '03;Dem & Wheat	\$43.08
21735	160	USA TODAY	2/25/2003	Annual Subscription Rens; 3/7/03 - 3/15/04	\$119.00
0	161	INTERNAL REVENUE SERVICE	2/26/2003	FICA & FED Tax Withheld 25 FEB '03	\$7,254.68

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$136,365.52

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 28, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$136,365.52**

Date this 10th day of March, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

February 28, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,607.14	\$5,552.87
DeMotte	\$994.60	\$2,156.78		
Rensselaer	\$1,042.89	\$2,186.05		
Wheatfield	\$569.65	\$1,210.04		
PHOTOCOPIES:			\$642.20	\$1,189.79
DeMotte	\$266.70	\$476.95		
Rensselaer	\$300.50	\$543.99		
Wheatfield	\$75.00	\$168.85		
CARDS:			\$0.00	\$0.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$0.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$1,041.06	\$2,544.02
Checking/Repurchase/Savings	\$1,041.06	\$2,544.02		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$433.98	\$554.51
Insurance	\$0.00	\$0.00		
Rebates/Refund	\$0.00	\$83.58		
Postage	\$120.50	\$120.50		
Reimbursements,PFEEF	\$0.00	\$0.00		
Fixed Asset Sales	\$313.48	\$350.43		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$0.00	\$0.00		
Telephone refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,724.38	\$9,841.19
PLAC FUND:			\$26.00	\$26.00
GIFT FUNDS:			\$591.00	\$1,145.83
DeMotte	\$15.00	\$207.58		
Rensselaer	\$576.00	\$680.25		
Wheatfield	\$0.00	\$258.00		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$86.45	\$133.89
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$519.78	\$1,077.68
Interest Earned	\$519.78	\$1,077.68		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
ST/HOSPITALITY FUND:			\$0.00	\$0.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$5,947.61	\$12,224.59

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,523.74	\$10,989.20	\$24,319.57	\$48,301.76
FICA Collected	\$4,886.11	\$9,699.84		
State Tax Collected	\$2,188.67	\$4,290.96		
County Tax Collected	\$585.67	\$1,161.88		
Deferred Comp Plan	\$4,351.08	\$8,702.16		
#125 Pre-tax Plan	\$3,837.10	\$7,676.20		
Life/Health Insurance	\$17.80	\$40.60		
PERF	\$2,279.40	\$4,540.92		
Credit Union	\$650.00	\$1,200.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$30,267.18	\$60,526.35

Voucher List
Jasper County Public Library

Report Date: From 3/1/2003 To 3/10/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21736	162	A & N Books	3/10/2003	Books	\$99.40
21737	163	ALCO DISCOUNT STORE #290	3/10/2003	Children's Program supplies-Demotte	\$9.27
21738	164	AMERICAN LIB. ASSN.	3/10/2003	Posters	\$71.40
21739	165	AUDIO ADVENTURES, LLC	3/10/2003	Replacement tapes & Annual Lease;Rens & Dem	\$2,115.00
21740	166	BAKER & TAYLOR	3/10/2003	Books,Continuations, Gift Books, AV Material	\$5,443.17
21741	167	BAKER & TAYLOR ENTERTAIN	3/10/2003	AV Materials	\$272.72
21742	168	BARNES & NOBLE	3/10/2003	Books, Audio & CD Rom's, Prize	\$118.27
21743	169	BTP BUSINESS TRAVEL PLAN	3/10/2003	Business Travel Planner-Rens	\$149.00
21744	170	CDW GOVERNMENT, INC	3/10/2003	Inoculate IT 6-Virus Protection Software	\$1,059.00
21745	171	CHARLOTTE FAGEN	3/10/2003	Mileage-Building Mtg., Book Purchasing	\$27.36
21746	172	CULLIGAN	3/10/2003	Water Cooler Rental Wheatfield (Mar '03)	\$9.95
21747	173	DAVID ZIESE	3/10/2003	Replace Elec. Water Heater & Materials-Rens Janitor's Room	\$659.82
21748	174	DEMCO	3/10/2003	Banners & Poster	\$41.71
21749	175	DEMCO MEDIA	3/10/2003	Spanish Books	\$42.25
21750	176	DIANA KOOY	3/10/2003	Water Tank Replacement for Humidifier-Wheat	\$14.99
21751	177	DIANE OPOLSKI	3/10/2003	Mileage-Readers Advisory Mtg;2/20/03	\$5.76
21752	178	DUMAS, WEIST & MAHNESMIT	3/10/2003	Telephone Conference-Confidentiality Guidelines Review	\$100.00
21753	179	GA FOODS GROUP	3/10/2003	Book Discussion Supplies-Ren	\$9.98
21754	180	GALE GROUP	3/10/2003	Something About the Author-Rens	\$128.27
21755	181	GARNER ROOFING, INC	3/10/2003	Snow Removal; 1/14 - 2/6/03	\$387.50
21756	182	GIESLER ELECTRIC, INC	3/10/2003	Change Bulb Outside & Change Socket Children's Area-Dem	\$63.48
21757	183	HISTORIC LANDMARKS FOUN	3/10/2003	Indiana Preservationist Subscription (Membership) Renewal-Rens	\$25.00
21758	184	HOLLINGER CORPORATION	3/10/2003	Mylar Roll & Tape	\$125.62
21759	185	HERITAGE OFFICE PRODUCT	3/10/2003	Labels & UPS Charges	\$59.09
21760	186	HRS USA	3/10/2003	DVD's, Audio & CD Rom Software	\$209.88
21761	187	IDOC/ERO - PFEET	3/10/2003	PFEET-2nd Qtr. Pymt-Energy Efficient Contract, Boiler Replacement per contract	\$2,402.97
21762	188	INCOLSA	3/10/2003	2003 Membership Fees	\$150.00
21763	189	INGRAM	3/10/2003	Books	\$83.14
21764	190	INSPIRATIONAL DISTRIBUTOR	3/10/2003	Books	\$35.15
21765	191	JAMES D. LOWER	3/10/2003	Snow Removal-Salt sidewalks;2/1 - 2/24/03	\$125.00
21766	192	JASPER CO. VETERANS COU	3/10/2003	1 Indiana Flag, 2 American Flags	\$74.00
21767	193	JILL TACHTIRIS	3/10/2003	Mileage-INCOLSA Wrkshp 2/20/03	\$86.40
21768	194	KEM'S TRUSTWORTHY HARD	3/10/2003	Stepladder, Lubricants, Drywall supplies, Silicone spray	\$114.81
21769	195	KIRBY RISK CORPORATION	3/10/2003	Sockets/Rens	\$27.36
21770	196	LEARNINGEXPRESS, LLC	3/10/2003	LearnATest Renewal 1/16/03- 1/15/04	\$1,194.00
21771	197	LIBRARY VIDEO COMPANY	3/10/2003	Video's & AV Material	\$451.89
21772	198	LISA DAVIS	3/10/2003	Mileage-Circulation Cntrpts Mtg. & Children's Program Supplies	\$41.70
21773	199	MARLENE BEEDLE	3/10/2003	UPS Charges-Newspapers to Microfilm	\$35.04
21774	200	MASON CREST PUBLISHERS	3/10/2003	Books	\$459.85
21775	201	MIDWAY ELECTRONICS, INC.	3/10/2003	Pager Service 7/1/02-2/15/03, Cisco Router, Pager, Pager Service 2/16/03-2/16/04	\$1,424.85
21776	202	NADSC	3/10/2003	NADA Used Car Guides	\$162.00
21777	203	NATIONAL PEN CORPORATIO	3/10/2003	Pens for Marketing Purposes	\$160.40
21778	204	PATTY STRINGFELLOW	3/10/2003	Copier Purchase Expense-2/25/03	\$11.34
21779	205	PLATINUM PLUS FOR BUSINE	3/10/2003	Contact Paper,Ebay fees, CD Rom's,Sony Camera,Goo Gone,Fred Pryor Wrkshp	\$1,096.08

Printed on Tuesday, March 04, 2003

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21780	206	POSTMASTER	3/10/2003	PO Box Fee 2003-Demotte	\$66.00
21781	207	PROQUEST INFORMATION & L	3/10/2003	Microfilm-Rens. Republican 9/1/02-10/31/02	\$80.39
21782	208	QUILL	3/10/2003	Tape, toner, ink cartridges, clipbrds, markers, glue sticks, contact paper, envelopes, kleenex, ruled pads	\$711.46
21783	209	REBECCA GIBSON	3/10/2003	Mileage-Building Mtg., tape, name badges, business card holders, bulletin brd. Letters	\$74.86
21784	210	RECORDED BOOKS, LLC	3/10/2003	Audiobooks	\$1,002.30
21785	211	REGENT BOOK CO., INC.	3/10/2003	BH&G Decorating, BH&G Kitchen & Bath	\$55.06
21786	212	RENSSELAER LUMBER CO.	3/10/2003	Textured Ceiling Tiles-Rens. Library	\$59.80
21787	213	RUSSELL R. SESSIONS	3/10/2003	Demotte Snow Removal; 2/14, 2/15, 2/17/03	\$395.00
21788	214	SCHOLASTIC LIBRARY PUBLIS	3/10/2003	Continuations	\$132.60
21789	215	SECURITY COURIERS CORP.	3/10/2003	Courier Service b/w Branches 1/31/03-2/21/03	\$1,057.28
21790	216	SHEILA MAXWELL	3/10/2003	Mileage, UPS Charges, Counterpts Mtg. Expense	\$228.36
21791	217	SMILEMAKERS	3/10/2003	Demotte Children's Supplies; eyes, stickers, reading encouragement	\$45.70
21792	218	SPRINT YELLOW PAGES	3/10/2003	Qrtly Directory Charges Jasper/Newton Counties	\$225.75
21793	219	STANLEY STEEMER	3/10/2003	Carpet Cleaning Test Area-Rens	\$90.00
21794	220	TIM RAYN	3/10/2003	Magic Performance/Summer Reading Program 7/2/03; Wheat & Rens	\$100.00
21795	221	TOM KROOSWYK PLMBG, HT	3/10/2003	Wheat Furnace Check & Dem. Toilet supplies & repairs	\$123.18
21796	222	TOWN OF DEMOTTE	3/10/2003	JAN '03 Sewer Service-Demotte	\$62.70
21797	223	TROYER GROUP, INC.	3/10/2003	Wheatfield Feasibility Planning	\$8,944.00
21798	224	TRUGREEN LIMITED PARTNE	3/10/2003	10 Bags Icemelter-Rens	\$110.00
21799	225	TYSEN'S COUNTRY GROCERY	3/10/2003	Children's & Book Discussion Supplies, Window Cleaner, Mop Handles, Works, light bulbs	\$63.87
21800	226	UNIQUE MANAGEMENT SERVI	3/10/2003	Collections JAN '03-Initial & Secondary Placements	\$137.92
21801	227	VIKING OFFICE PRODUCTS	3/10/2003	Envelopes-T.S.	\$89.93
21802	228	VIRGINIA VIS	3/10/2003	Janitorial Supplies; Bleach, Mop, Brooms, Air Fresheners, Furn. Polish, Lysol, The Works, Tydbol	\$284.96
21803	229	WALL STREET JOURNAL	3/10/2003	2 Year Subscription 5/11/03-5/11/05; Demotte	\$319.00
21804	230	WAL-MART COMMUNITY BRC	3/10/2003	Video's, DVD's, CD Rom's, CD's, Rens. Children's & Adult Supplies, Clock, Mgmt. Mtg. Supplies, Light bulbs, Goo Gone	\$1,635.16
21805	231	WORLD BOOK INC., SCHOOL	3/10/2003	2003 Encyclopedia	\$849.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$36,328.15

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, March 04, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$36,328.15**

Date this 10th day of March, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

APRIL

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting Monday, April 14, 2003 7:00 PM Wheatfield

Purpose

Public Hearing: Capital Projects Fund

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of March board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions(R 7)
- D. Staff Development Day library closing (September 5, 8 AM-2 PM) (R 27)
- E. Personnel Policy Revision (R 15-R 22)
- F. Workshop approvals (R 27-R 28)

General Business

- | | |
|--|-------------|
| A. Annual Reports: DeMotte Library | Information |
| B. Building Insurance carrier approval (R 9-R14) | Action |
| C. Wheatfield Library building project (R 27) | Action |
| D. Capital Projects Fund Adoption (R 30) | Action |
| E. NILBA dinner (R 29) | Information |

Director's Report (R 27-R 30)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

**Jasper County Public Library Board of Trustees
Rensselaer Library**

**March 10, 2003
7:00 PM**

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Patty Stringfellow, Rebecca Gibson, Charlotte Fagen, Diana Kooy, Gail Jung, Jeff Anglemyer (Troyer Group)

Consent Agenda & Consent Agenda Items: Minutes of the February Board Meeting, monthly bills and financial reports, Staff Complaint Policy, and Gift Policy were approved on a motion by M. Heinig, seconded by M. Crawford.

Feasibility Study: Jeff Anglemyer presented the Feasibility Study providing several options for consideration. The present condition of the building was noted along with deficiencies and corrections necessary if we add on, to meet the latest building codes and ADA standards. An alternative option was for new construction on the Bierma Street site. Rough cost estimates, building schedules and preliminary sketches were also provided. On a motion by M. Heinig, seconded by M. Crawford, the board ruled out the single-story building renovation because it would not meet the long-term needs of the library. Motion carried 4-2, with J. Floyd and T. Schultz voting against the motion.

M. Crawford moved that the library obtain an extension on the Option to Buy at Wheatfield. A-M Egan seconded the motion. Motion passed. The extension would be for three months for \$500 that would go toward the purchase price should the library buy the land.

The board wants more public input before making a final decision. A Public Meeting will be held on April 10 at 7:00 PM at the Wheatfield Library. The media will advertise this event and flyers will be posted around town. Invitations will be mailed in particular to town council, Friends Group, County Commissioners. The program will inform the community of the options being considered with very rough estimates on cost, preliminary poster-size sketches, tentative library closing projections, positive improvements for library services, bonding and impact on taxes, etc. Lonnie Therber, financial consultant, will provide ballpark figures on tax implications. The public will have an opportunity to be heard.

The next board meeting, April 14, 2003, will be held at the Wheatfield Library instead of at the DeMotte Library.

2004-06 Capital Projects Fund: The board voted unanimously to approve the Capital Projects Plan as presented on a motion by M. Sayler, seconded by M. Heinig. \$30,000 is designated for technology and the balance for

Wheatfield proposed construction. Suggestions for 2005 and 2006 CPF money were presented and briefly discussed. One board member was expressly not in favor of any voice mail.

Building Insurance: Three companies responded with quotes for 2003-04 commercial building and property insurance. Quotes ranged from \$30,000-36,000. Not all specifics were covered in some of the quotes. Our insurance consultant is presently reviewing the policies. M. Heinig moved, seconded by J. Floyd, to accept the recommendation of the consultant. Motion carried.

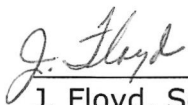
Health Insurance: Our state senator, Brandt Hershman, is contacting the Attorney General's office on our behalf for an opinion on the 30-hr work week issue as stated under IC# 27-8-15 to determine if it also applies to public entities covered under IC#5-10-8-2-6. The Indiana Dept. of Insurance holds that it does. In the meantime the library is required to offer 30-34 hr/wk employees an opportunity to take health and life insurance. Anthem will accept enrollees until April 1 who fall under this rule. M. Crawford moved, seconded by M. Sayler, to offer health insurance to 30-34 hr/week employees with the library contributing 50% toward a single employees premium and all but \$1 for life insurance if there is no favorable ruling made by the Attorney General by April 1, 2003. Motion passed.

Wheatfield Landscaping: The board gave the director the authority to decide on the best solution, asthetically and financially, to the landscaping on the East Side of the building. M. Sayler alerted the library that there is a building code that footings be protected up to 3'. The director will double check that any landscaping change is compliant.

KV Newspapers: On a motion by M. Crawford, seconded by M. Heinig, the board gave their permission to discard or offer to Historical Society the old newspapers that are now on microfilm. Motion was unanimous.

ILF Annual Conference (4/14-16): Board members who wish to attend any of the ILF conference are asked to get their reservations and lunch requests by March 20 to the Business Office.

Adjournment: The board adjourned at 9:17 PM on a motion by J. Floyd, seconded by M. Crawford.



J. Floyd, Secretary



Attest: Sue Deardorff, President

March 2003

DEMOTTE			RENSSELAER			WHEATFIELD			Total Circ.
Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	

Fiction	97	0	2,109	50	1	2,476	57	65	733	5,318
Nonfiction	74	0	1,610	77	97	1,455	41	27	628	3,693

Fiction	43	0	3,089	20	77	2,276	38	2	877	6,242
Nonfiction	23	0	882	35	25	839	18	0	321	2,042

Fiction	2	0	183	6	76	380	6	1	109	672
Nonfiction	0	0	29	4	5	111	0	0	16	156
Magazines,Adult			756			342			204	1,302
Magazines, Child			191			42			37	270
Games, Toys			0			0			0	0
Sound Rec/Adult	21	0	601	29	9	756	17	0	275	1,632
Sound Rec/Child	9	0	135	1	0	130	5	0	34	299
Online Databases	0	0	0	0	0	0	0	0	0	0
Software	7	0	185	7	1	233	4	0	54	472
Vertical Files	0	0	49	0	0	15	0	0	4	68
VHS/DVD	23	0	1,623	67	0	2,838	22	32	1,042	5,503
Equipment	0	0	5	0	0	0	0	0	0	5
TOTAL	299	0	11,447	296	291	11,893	208	127	4,334	27,674

XX

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	53,953	64,190	30,750
Percent Increase/Decrease	4.3%	16.1%	-0.2%

[illegible]

MONTHLY SYSTEM STATISTICS

MONTHLY SYSTEM STATISTICS	2002	2003	% change
Circulation	25,570	27,674	8.2%
Jan. to date circulation	77,724	79,557	2.4%

$$\pi$$

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
ADULT BOOKS					
12,944	13,041	12,469	12,518	7,689	7,681 Fiction
15,562	15,636	21,774	21,754	8,357	8,371 Nonfiction
CHILDREN'S BKS					
10,937	10,980	13,146	13,089	6,483	6,519 Fiction
8,352	8,375	8,336	8,346	3,972	3,990 Nonfiction
YA BOOKS					
1,873	1,875	2,482	2,412	1,314	1,319 Fiction
567	567	547	546	142	142 Nonfiction
0 Magazines,Adult					
0 Magazines, Child					
0	0	140	140	0	0 Games, Toys
1,295		2,046		1,255	Sound Rec/Adult
335	344	435	436	303	308 Sound Rec/Child
24	24	17	17	3	3 Online Databases
205	212	252	258	151	155 Software
0	0	0	0	0	0 Vertical Files
1,544		2,520		988	VHS/DVD
16	16	21	21	12	12 Equipment
53,654	53,953	64,185	64,190	30,669	30,750 TOTAL

CIRCULATION BY HOLDINGS CODE

March 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	27			27
Award Winner JFIC (DAJFIC)	12			12
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)	1	1		2
Award Winner YAFIC (DAYAF)	3			3
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	77	5	3	85
Books on CD (DBKCD)	40	1		41
Books on Tape (DBKT)	141	5	2	148
Compact Disc (DCD)	399	15	9	423
DVD	432	6	4	442
Equipment (DEQP)	5			5
See librarian (DERR)				0
Express Book (DEXP)	44			44
Fiction (DFIC)	1635	42	47	1724
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	323			323
Juv. Biography (DJBIO)	72		1	73
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	95		1	96
Juv. Compact Disc (DJCD)	26			26
Juvenile Easy (DJE)	1719		1	1720
Juv. Easy Reader (DJER)	599			599
Juv. Fiction (DJFIC)	325	7	3	335
Juv. Holiday books (DJHOL)	19			19
Juv. Magazine (DJMAG)	191			191
Juv. Music Cassette (DJMC)	7			7
Juv. Nonfiction (DJNF)	743	19	2	764
Juv. Nonfic Text Bk (DJNFTB)	5			5
Juv. Paperback fic (DJPBF)	380	2	1	383
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	100	3		103
Large Print Nonfic (DLPNF)	10			10
Magazine (DMAG)	751		10	761
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1361	39	25	1425
Nonfiction VHS (DNFVHS)	74			74
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	17			17
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	3			3
Spanish Collection (DSPA)	22			22
Software (DSWAR)	183	2		185
Vertical File (DVF)	33			33
VHS	1106	6	3	1115

YA Biography (DYAB)	3			3
YA Books on CD (DYABKCD)	4	1		5
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	70	2		72
YA Nonfiction (DYANF)	18			18
YA Paperback Fic (DYAPBF)	107	7	2	116
Award Winner JBIO (RAJBIO)		3		3
Award Winner JE (RAJE)		1		1
Award Winner JFIC (RAJFIC)		8		8
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		2		2
Award Winner YAFIC (RAYAF)	1	4		5
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	3	83	1	87
Books on CD (RBKCD)		97	1	98
Books on Tape (RBKT)	4	204	3	211
Compact Disc (RCD)	3	363	7	373
DVD	1	1008		1009
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		123		123
Fiction (RFIC)	29	1426	25	1480
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		600		600
Juv. Biography (RJBIO)	1	38		39
Juv. Book on CD (RJBKCD)		3		3
Juv. Book on Tape (RJBKT)		101		101
Juv. Compact Disc (RJCD)		13		13
Juvenile Easy (RJE)	4	1287	6	1297
Juv. Easy Reader (RJER)		231		231
Juv. Fiction (RJFIC)	3	426	1	430
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		42		42
Juv. Music Cassette (RJMC)		12		12
Juv. Nonfiction (RJNF)	5	762	16	783
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	5	300		305
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	4	54	1	59
Large Print Nonfic (RLPNF)		2		2
Magazine (RMAG)	2	340	4	346
Music Cassette (RMCAS)		1		1
Nonfiction (RNFIC)	32	1159	30	1221
Nonfiction VHS (RNFVHS)		56		56
Professional Coll. (RPRO)	2	1		3
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		7		7
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)	2	14		16
Software (RSWAR)	2	228		230
Vertical File (RVF)		15		15

VHS	8	1748	5	1761
YA Biography (RYAB)		8		8
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)		14		14
YA Fiction (RYAF)	1	197	3	201
YA Nonfiction (RYANF)	4	100		104
YA Paperback Fic (RYAPBF)	1	155		156
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)			2	2
Award Winner JNF (WAJNF)			1	1
Award Winner JPFIC (WJPBF)				0
Award Winner YAFIC (WAYAF)			2	2
Award Winner YAPFIC (WAYPBF)			1	1
Biography (WBIO)	5	9	27	41
Books on CD (WBKCD)	1	4	16	21
Books on Tape (WBKT)	3	5	81	89
Compact Disc (WCD)	5	13	154	172
DVD		2	369	371
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	44	71	482	597
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			198	198
Juv. Biography (WJBIO)	1		7	8
Juv. Book on CD (WJBKCD)				0
Juv. Book on Tape (WJBKT)	4	1	24	29
Juv. Compact Disc (WJCD)	1		6	7
Juvenile Easy (WJE)	6		588	594
Juv. Easy Reader (WJER)			79	79
Juv. Fiction (WJFIC)	4	11	113	128
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			37	37
Juv. Music Cassette (WJMC)			3	3
Juv. Nonfiction (WJNF)	15	9	294	318
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	4		81	85
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	2	30	33
Large Print Nonfic (WLPNF)	1		3	4
Magazine (WMAG)	3	2	190	195
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	42	33	502	577
Nonfiction VHS (WNVHS)			28	28
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			2	2
Software (WSWAR)		3	54	57

Vertical File (WVF)			4	4
VHS	2	12	633	647
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)	1		2	3
YA Fiction (WYAF)		11	27	38
YA Nonfiction (WYANF)	4	3	16	23
YA Paperback Fic (WYAPBF)		4	74	78
TOTAL	11452	11596	4349	27396

CIRCULATION BY HOLDINGS CODE
February 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	3	0	3
Award Winner JE (AJE)	27	1	2	30
Award Winner JFIC (AJF)	12	8	2	22
Award Winner JNF (AJNF)	4	1	1	6
Award Winner JPFIC (AJPF)	1	3	0	4
Award Winner YAFIC (AYAF)	4	4	2	10
Award Winner YAPFIC (YAYPBF)	0	0	1	1
Biography (BIO)	85	97	31	213
Books on CD (BKCD)	41	102	17	160
Books on Tape (BKT)	148	228	86	462
Compact Disc (CD)	407	391	170	968
DVD	433	1016	373	1822
Equipment (EQP)	5	0	0	5
See librarian (ERR)	0	0	0	0
Express Book (EXP)	44	123	0	167
Fiction (FIC)	1708	1539	554	3801
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0
Internet (INTR)	323	600	198	1121
Juv. Biography (JBIO)	74	38	8	120
Juv. Book on CD (JBKD)	2	3	0	5
Juv. Book on Tape (JBKT)	99	102	25	226
Juv. Compact Disc (JCD)	27	13	6	46
Juvenile Easy (JE)	1729	1287	595	3611
Juv. Easy Reader (JER)	599	231	79	909
Juv. Fiction (JFIC)	332	444	117	893
Juv. Holiday (JHOL)	19	0	0	19
Juv. Magazine (JMAG)	191	42	37	270
Juv. Music Cassette (JMC)	7	12	3	22
Juv. Nonfiction (JNF)	763	790	312	1865
Juv. Nonfic Text Bk (JNFT)	5	0	0	5
Juv. Paperback fic (JPBF)	389	302	82	773
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	105	59	31	195
Large Print Nonfic (LPNF)	11	2	3	16
Magazine (MAG)	756	342	204	1302
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	1435	1231	557	3223
Nonfiction VHS (NFVH)	74	56	28	158
Professional Coll. (PROF)	2	1	0	3

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	7	0	24
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	53	110	35	198
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	24	14	2	40
Software (SWAR)	185	233	54	472
Vertical File (VF)	49	15	4	68
VHS	1116	1766	641	3523
YA Biography (YAB)	3	8	0	11
YA Books on CD (YABKCD)	4	2	0	5
YA Books on Tape (YABKT)	1	14	2	17
YA Fiction (YAF)	71	210	30	311
YA Nonfiction (YANF)	26	103	16	145
YA Paperback Fic (YAPBF)	108	166	76	350
				0
Free reads	252	755	148	1155
Puzzles				0
Talking books		18		18
Assignment Shelf Books				0
TOTAL	11770	12493	4532	28794

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2109	2476	733	5318
Nonfiction	1610	1455	628	3693
CHILDREN'S BOOKS				
Fiction	3089	2276	877	6242
Nonfiction	882	839	321	2042
YA BOOKS				
Fiction	183	380	109	672
Nonfiction	29	111	16	156
Magazines, Adult	756	342	204	1302
Magazines, Children	191	42	37	270
Games, Toys	0	0	0	0
Sound Recordings, adult	601	756	275	1632
Sound Recordings, ch	135	130	34	299
Online databases	0	0	0	0
Software	185	233	54	472
Vertical file	49	15	4	68
VHS/DVD	1623	2838	1042	5503
Equipment	5	0	0	5
Total	11447	11893	4334	27674

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

March 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	113	24	153	33	204	44	470	102
LOCAL HISTORY								
In person	0	0	7	2	0	0	7	2
Letters written	0	0	8	8	0	0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	323	13	600	25	198	8	1121	47
Computer software used	36	3	39	3	14	1	89	7
VCR Use	2	0	1	0	1	0	4	1
Microforms	5	1	71	9		0	76	10
CD ROM/Online databases	176	15	91	8	21	2	288	24
Typewriter use	2	0		0		0	2	0
Other equipment used	1	0	3	1	1	0	5	2
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	4	3	11	7		0	15	10
Notarized documents	2	1	6	2	1	0	9	2
Meeting Room Use (no. of groups)	53	18	42	14	33	11	128	43
Study room use	23	2	12	1		0	35	3
INTERLIBRARY LOANS								
Requests made for:	87	22	108	27	59	15	254	64
Items rec'd for:	53	27	110	55	35	18	198	99
Items requested by other libraries	9		1				10	
Items supplied to other libraries	9	5	1	1		0	10	5

REGISTRATIONS

Total Borrowers	8116	8208	3284	19608
Non-resident, paying	6	18	2	26
PLAC card users	1	3	0	4
Reciprocal borrowers	478	335	23	836

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Programs for all ages	1	6	5	30	0	0	6	36
Children's Programs (0-13)	26	156	20	120	7	42	53	318
Number attending	398		281		51		730	
YA Programs (14-17)	6	36	0	0		0	6	36
Number attending	102		8				110	
Adult Programs	4	24	4	24	1	6	9	54
Number attending	90		95		11		196	
Senior Citizen Programs	1	6	4	24	1	6	6	36
Number attending	10		43		5		58	
Total Number of Programs	38	228	33	198	9	54	80	480
Total Persons Attending	600		427		67		1094	
Total Attending Same Month Last Yr.	535		566		61		1162	
Total Staff Hours Spent		360		394		153		908
Hours Spent Same Month last year		292		475		106		873

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	8897	74.9%	9315	73.9%	3731	82.0%	21943	75.6%
Corporate	57	0.5%	127	1.0%	2	0.0%	186	0.6%
Juvenile 0-11	1540	13.0%	1168	9.3%	406	8.9%	3114	10.7%
Nonresident No Fee	49	0.4%	324	2.6%	58	1.3%	431	1.5%
Nonresident Fee		0.0%	41	0.3%		0.0%	41	0.1%
Reciprocal	613	5.2%	348	2.8%	4	0.1%	965	3.3%
School	1	0.0%	4	0.0%		0.0%	5	0.0%
St. Joseph College	4	0.0%	235	1.9%		0.0%	239	0.8%
State Library Card	1	0.0%	3	0.0%		0.0%	4	0.0%
Staff	449	3.8%	669	5.3%	228	5.0%	1346	4.6%
YA 12-17	275	2.3%	366	2.9%	120	2.6%	761	2.6%
Total	11886		12600		4549		29035	
All items borrowed by nonresidents	668	5.6%	955	7.6%	62	1.4%	1685	5.8%

Salary Ordinance Update 2003
4/14/2003

Name	Classification	Present Hrly Wage	Annual Salary	Hrs Library Worked		Start Date	Raise Date(s)	Step
Alfaro, Maria	Sub. Janitor	\$8.50	\$442.00	1	W	3/17/2003		1
Williams, Linda	Sub. Janitor	\$8.50	\$442.00	1	D	3/26/2003		1

These two women will replace Cheryl Warran as substitute janitors.

We have examined and approved the changes in the salary ordinance. Dated April 14, 2003.

<u>Mari Anne Doyle</u>	<u>Genevieve Egan</u>
<u>Jean G. Floyd</u>	<u>John A. Floyd</u>
<u>Mike A. Fleming III</u>	<u>Timothy M. Schultz</u>
<u>Susan Deardorff</u>	

MEMORANDUM

Building Insurance

Summary: We have received two viable insurance quotes. The Zurich policy offered by Consolidated Insurance is the exact policy we currently have. To renew it, we will pay \$4,843 more than we would pay for the State Auto (formerly Meridian Mutual) policy offered by MW Insurance. The Zurich policy would cost about \$1,151 more than we budgeted.

Both policies meet our specifications. Both companies have high Best ratings and high financial ratings. The Zurich policy contains some special coverages not requested in our specifications. Our insurance consultant indicates that these special coverages are worth the added \$4,843.

The board must decide whether the special coverages are important enough for us to pay extra to obtain them.

The board must also decide whether we should remain with a \$500 deductible on our insurance or increase the deductible to \$1000. With the increase, we would save \$1,565 on the Zurich policy or \$867 on the State Auto policy.

Discussion: Below is a list of the special coverages which I think might be important to us.

Debris Removal—reimbursement for removal of debris resulting from an insured peril. (Zurich pays \$10,000, while State Auto pays \$25,000)

Money & Securities-Inside & Outside (\$5,000 –Zurich, \$1,000 – State Auto) —Protection against loss from an on or offsite hazard, a robbery, etc.

Off Premises Power or Water Failure (\$10,000 w/ \$1000 deductible -- Zurich) – If a truck down the road hits a utility pole, causing a surge which damages equipment in the library. (This happened to us, but the company owning the truck paid for damages to property owners.)

Pollution Clean-up and Removal – if chemicals used to fight a fire, for instance, polluted the soil (\$10,000 – Zurich)

Trees, Shrubs, Plants & Lawn – If destroyed by a flood, tornado, etc. (Zurich \$10,000 w/\$500 deductible, State Auto - \$500)

Unauthorized Business Card Use (Zurich - \$5,000, \$1000 max each occurrence)

Valuable Papers & Records (\$25,000) – Coverage if papers of intrinsic value, which are kept under lock & key, are damaged or destroyed. It won't pay more than the actual cash value of the loss or the amount necessary to repair or replace. This would be for retrieving information stored in our computers, etc. Our consultant said that we never know how easy or hard it is to retrieve info until we are in a situation where we have to do it. It *appears* that it would be easy since we keep back up tapes off site of valuable records.

Vote:

1. To continue with a \$500 deductible..... Or to increase the deductible to \$1000.
2. To accept the insurance proposal of MW Insurance for a total annual premium of \$30,308 (or \$29,441)..... Or to accept the insurance proposal of Consolidated, Inc. for a total annual premium of \$35,151 (or \$33,586).

**JASPER COUNTY PUBLIC LIBRARY
2003 PROPOSAL COMPARISON**

<u>Specifications</u>	<u>Consolidated, Inc. Zurich</u>	<u>MW Insurance State Auto Ins.</u>
<i>Property:</i>		
Blanket Limit \$6,855,778		
\$500 deductible		
90% Coinsurance		
Replacement Cost	¹ \$28,808.00	\$18,990.00
Earthquake Coverage	² \$ 3,260.00	\$ 1,295.00
\$1000 deductible	- \$ 1,565.00	- \$ 867.00
<i>Boiler & Machinery:</i>		
Limit -		
Loc #1 - \$3,233,719		
Loc #2 - \$3,137,037		
\$500 deductible	Included	\$ 820.00
<i>Inland Marine:</i>		
Computer Equipment		
Loc #1 - \$ 99,132		
Loc #2 - \$ 49,146		
Loc #3 - \$ 34,146		
Fine Arts		
Limit \$100,000		
\$250 deductible	Included	\$ 3,459.00

¹ Zurich - Building #3 was increased to \$677,500, making the blanket limit \$6,889,527.

² Zurich - 5% deductible on Earthquake Coverage

<u>Specifications</u>	<u>Zurich</u>	<u>State Auto Ins.</u>
<i>Glass:</i>		
As per schedule	Included	Included
<i>Crime:</i>		
Blanket Faithful Performance Limit \$25,000 No Deductible	Included	\$ 201.00
<i>General Liability:</i>		
General Agg. \$2,000,000		
Prod/Comp Ops Agg. \$2,000,000		
Personal Injury \$1,000,000		
Each Occurrence \$1,000,000		
Fire Damage \$ 50,000		
Medical Payments \$ 5,000	\$ 1,731.00	\$ 1,628.00
<i>Automobile:</i>		
Hired & Nonowned Auto Liability \$1,000,000		
Hired Physical Damage \$ 25,000 \$ 250 ded.	Included	\$ 471.00
<i>Workers Compensation:</i>		
Limits: \$100/\$500/\$100		
Payroll: Library \$767,804 Janitorial \$ 45,769	\$ 4,287.00	\$ 4,164.00

Specifications**Zurich****State Auto Ins.***Umbrella:*

Limit	\$1,000,000	\$ 325.00	³	\$ 575.00
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³ **State Auto** - Umbrella will not go over the Directors & Officers Liability Policy.

**JASPER COUNTY PUBLIC LIBRARY
INSURANCE 2002-2003**

<u>COVERAGES</u>	<u>CONSOLIDATED, INC. ZURICH</u>	<u>MW INSURANCE STATE AUTO INS.</u>
Property	\$28,808.00	\$18,990.00
Boiler & Machinery	Included	\$ 820.00
Inland Marine	Included	\$ 3,459.00
Glass	Included	Included
Crime	Included	\$ 201.00
General Liability	\$ 1,731.00	\$ 1,628.00
Automobile	Included	\$ 471.00
Workers Compensation	\$ 4,287.00	\$ 4,164.00
Umbrella	\$ 325.00	\$ 575.00
TOTAL ANNUAL PREMIUM	\$35,151.00	\$30,308.00

MEMORANDUM

Personnel Policy

Summary: The Policy Committee recommends changes in the Personnel Policy as detailed on R 17-R 23. Except for changes to the Salary Plan, changes to this policy are either:

- For clarity
- A reflection of decisions the board has made within the past year
- To meet requirements of law

The Salary Plan was changed extensively, eliminating the step plan, and giving all employees except pages a 4% salary increase each year (if performance evaluations are satisfactory). Pages will continue to qualify for 4 annual step increases, because a 4% increase does not give them increases competitive with other local employers.

Offering raises by percentage prevents those with lower salaries from receiving raises of as much as 9% and allows those in higher salaried positions to receive raises high enough to keep their salaries competitive with other employers. Overall, it keeps annual salary increases within our budget.

Once employees reach the maximum salary for their classification, they will receive an annual 2% increase.

Discussion: The Personnel Policy with suggested additions and deletions is found on R 17-R 20. Only those sections where changes are recommended have been included here. The Policy Committee also discussed the possible addition of the Janitor and Clerk positions to the PERF (Public Employment Retirement Fund) Plan, but decided not to recommend a change at this time.

The Salary Plan, which is actually a part of the Personnel Policy, has been pulled out and shown in its entirety on R 21- R 23. Highlighted areas are either deletions or additions. If you read only the bold print, you will read the new policy as proposed.

Vote: To adopt the revised Personnel Policy, which includes the new Salary Plan, as recommended by the Policy Committee.

7. Changing Classifications

7.1 Moving from one classification to another is never automatic, even when stated requirements are met. Promotions are dependent on the availability of an opening in the higher position and on the Director's approval of a supervisor's recommendation for promotion of an employee.

7.2 When possible, vacancies in higher positions will be filled by promotion of qualified employees from within the library.

7.3 Delete: Upon promotion, an employee's salary shall immediately be raised to a rate in the new classification which will be above his/her present rate.

Add: Upon promotion, an employee's salary shall immediately be raised to a minimum of 50 cents per hour above his/her present rate

7.4 Delete: Employees who are promoted from one classification to a higher classification shall advance to the next step in January of the following year, if they have spent the requisite 4 or 8 months in their present step.

Jasper County Public Library 2004 Salary Schedule

Classification	Minimum	Maximum
----------------	---------	---------

Clerk	\$7.12	\$9.52
Library Assistant I	\$7.63	\$10.58
Library Assistant II	\$9.26	\$14.58
Assistant Bookkpr	\$9.26	\$14.58
Library Specialist I	\$9.58	\$14.91
Library Specialist II	\$11.90	\$16.20
Library Specialist III	\$12.12	\$16.70
Business Manager	\$12.17	\$17.50
Librarian 1	\$12.46	\$17.72
Librarian 2	\$13.23	\$18.52
Librarian 3	\$14.75	\$20.10
Systems Administrato	\$14.75	\$20.10
Janitor	\$8.65	\$11.64
Janitor Maintenance	\$10.00	\$14.55

	Minimum	One year	2 yrs	3 yrs	4 yrs
Page	\$5.75	\$6.05	\$6.35	\$6.65	\$6.95

PERSONNEL POLICY

ADMINISTRATION AND MANAGEMENT

(4/01)

6. Close relatives of Board members and staff shall not be employed by the Library. (Add: A special exception may be granted by the board for a person employed on an irregular and very limited basis.)

9. Salary Classifications

Page: Must be 15 years old. If expected to work beyond 7:00 PM, they must be 16. Shelves books, straightens shelves. May also work at the circulation desk.

Clerk: High school graduate. Clerical and typing work. May also work at circulation desk.

Library Assistant I: H.S. graduate. In addition to clerical duties, will do basic reference work or work in technical services department doing basic materials processing.

Library Assistant II: H.S. graduate with 2 years college or with 3 years library experience or with special technical expertise in a specific area of library operation.

Floater: Same requirements as Library Assistant II plus special ability to adapt to needs of all 3 libraries. Clerical and basic reference duties.

Library Specialist I: 2 years of college or 5 years of library experience and continuing education or special technical expertise in a specific area of library operation. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Library Specialist II: Five years' experience as Library Specialist I. Demonstrates highly-developed skills. Spends at least 70% of time in a specialized area of library operation requiring extensive independent judgment and initiative.

Library Specialist III/Special Services Librarian: College graduate or 10 years' experience as a Library Specialist and head of a major library department or area.

Assistant Bookkeeper: High school graduate. Assists in data entry, payroll, accounts payable and receivable, generation of financial reports

Business manager: 2 years accounting experience. Manages business operations of Library System including supply inventory, financial records, personnel records, benefits administration, general office and secretarial duties.

Janitor: Responsible for cleaning and light maintenance of library building.

Janitor/Maintenance: Responsible for cleaning and maintenance of library building.

Librarian I: Bachelor's degree and Indiana library certification. Responsible for Youth Services, Technical Services or a Branch.

Librarian II: MLS degree and Indiana library certification. Responsible for area of library operation requiring extensive independent judgment and responsibility.

Librarian III: MLS degree and Indiana library certification. Responsible for management of a library or Technical Services Department.

Systems Administrator: Specialized training or 2 years computer-related courses. Responsible for management of hardware and operating software for integrated library system and for computer network.

Director: MLS degree plus 2-3 years supervisory experience and Indiana Library Certification 1. Supervises and directs the operation of the library system, and acts as liaison between Library Board and staff.

BENEFITS

4.□ **Employees qualified for benefits:** Sections 2 through 7 apply to persons working 32 or more hours per week. Section 2 (Sick Leave) and Section 4 (Vacation Leave) apply also to employees working 20 – 31 hours per week after they have completed 3 years of service.

4.□ **Vacations**

4.1 Schedule of earned vacation credit

Vacation time is based on a 40 hour work week and is prorated for employees working 20 to 39 hours per week.

A vacation day is defined as the hours that an employee is regularly scheduled to work per week during the time the vacation is accrued divided by five (5).

4.1.1 Certified librarians and Systems Administrator

A. Librarian or Systems Administrator working an average of 32 hours per week or more

0-4 years' service - 1.5 days per month with pay

5+ years' service - 2 days per month with pay

B. Director

0+ years' service - 2 days per month with pay

4.1.2 Non-Certified employees working an average of 32 hours per week or more

0-4 years' service - 1 day per month with pay

5-9 years' service - 1.5 days per month with pay

10+ years' service - 2 days per month with pay

4.1.3 Part time employees working 20 to 31 hours per week

3-9 years' service - 1 day per month with pay

10+ years' service - 1.5 days per month with pay

8. **Health/life insurance**

8.1 Group health insurance, which also offers vision, dental, life and accidental death benefits, is presently available to all employees working 35 hours (change to 30 hours) or more per week. The Library has adopted the Internal Revenue Code Section 125, Premium Conversion Plan, to pay for qualified employee insurance premiums.

8.2 The Board will pay all but \$1.00 per year of the life insurance cost for any eligible employees who choose not to take the health insurance.

11. **Break time**

Each employee is allowed a break of 15 minutes of *paid* time for each continuous working schedule of three and one-half (3 ½) hours.

Employees under the age of 18, who are scheduled to work six or more consecutive hours *must* take a 30 minute break without interruption between their third and fifth hours of work. If they work 7 or more hours in the day, the break is fully paid. If they work less than 7 hours, they are paid for 15 minutes of their break.

14. **Meetings and conferences**

14.2 All employees and Board members are encouraged to attend library related meetings and workshops. Each employee must obtain approval of his/her supervisor and the Director before attending such meetings and seeking expense reimbursements. Board approval is required to attend workshops and other meetings which are not sponsored by ILF (Indiana Library Federation), ISL (Indiana State Library) or INCOLSA.

15. **Travel Expenses**

15.1 Approved library business includes conferences, workshops or meetings approved by the Board and travel among the three libraries of the Jasper County Public Library system.

15.2 Employees or board members traveling on approved library business outside their city or town limits will be reimbursed for mileage at the IRS approved rate.

Adopted 10/93; revised 4/94; 5/95; 8/95; 4/96; 6/96; 4/98; 4/99; 4/00; 4/01;
4/02; 12/02; draft 3/03

SALARIES

1. **This salary policy will be reviewed annually to determine whether the classification plan fairly reflects the kind and level of positions needed to effectively operate the library and** Delete: In 2005, the review will also determine **whether salary ranges are still fair and equitable. Salary obligations made by the Board or by the Director are contingent upon sufficient revenues of the Library.**
2. **The Board is responsible for determining the amount of money to be budgeted for salaries and setting the salary of the Director.**
3. **The Director is responsible for determining the job classification and salary amounts for each employee subject to board review.**

4. **Explanation of Salary Plan**

Delete: 4.1 Each position includes several steps. New employees will normally be hired at Step 1 in the appropriate classification. The time required to the next step is as follows:

First three months: Step 1a	After 5 years: Step 6
Next three months: Step 1b	After 6 years: Step 7
Second six months: Step 1c	After 7 years: Step 8
After 1 year: Step 2	After 8 years: Step 9
After 2 years: Step 3	After 9 years: Step 10
After 3 years: Step 4	After 10 years: Step 11
After 4 years: Step 5	

- 4.1 The first six months of employment is an orientation period, a period designed to determine if the employee is suited to the job and capable of satisfactorily performing the work assigned.**

Move to second paragraph: **Pages, clerks and Library Assistant 1's will be evaluated after 3 months of employment. Add: They will receive a 10 cent salary increase with a satisfactory 3 month evaluation.**

All new employees will be evaluated after six months' employment. A satisfactory rating upon completion of the six-month orientation period will qualify the individual as a regular employee. Add: Pages, clerks and Library Assistant I's will receive another 10 cent salary increase at this time.

Delete: S/he will then advance from Step 1 b to Step 1c in the salary scale. **An unsatisfactory rating at any time during the orientation period may result in immediate termination.** Delete: Thereafter, advances in steps will be awarded in January.

- 4.3 Delete: By January, an employee must have spent at least 4 months in a 6-month step or 8 months in a 12 month step before being eligible to advance to the next step. Otherwise, the employee remains in his/her present step until the following January.

Add: **An employee must work 8 months in the same position to qualify for the annual increase in January.**

A new employee who has not completed his/her first full year of employment by January 1 will receive the first annual increase beginning with the pay period following the anniversary date of his/her one year employment.

The employee will be eligible for only a 2% increase the following January, if s/he has worked more than 3 months and less than 7 months at his/her one year salary. If the employee has worked less than 3 months at his/her one year salary, s/he remains at the present rate until the following January.

- 4.4 Delete: Each year a 25 cent cost of living increase is incorporated into each step of the salary schedule except in the "page" classification. Add: **Each year an employee's annual salary will increase by 4%, except for those in the "Page" classification. Page salaries are detailed in the Salary Schedule Chart, p. ____.**

5. Work Performance

Delete: An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to advance to the next step or to receive longevity pay. Add: **An employee who receives the lowest rating in 3 or more areas of a job performance evaluation is not eligible to receive a raise.**

6. Longevity

Delete: An employee who reaches the highest classification step will obtain longevity status and be eligible only for the annual cost of living pay increase, providing s/he is eligible for a salary increase.

Add: **An employee who reaches the maximum salary for his/her classification will achieve longevity status and only be eligible for a 2% annual increase.**

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

DEMOTTE RENSSELAER WHEATFIELD TOTAL

January 13-14, February 12-13, March 14-15, 2003

REFERENCE QUESTIONS

Telephone: Directional	109	106	57	272
Telephone: Reference	47	78	27	152
In-person: Directional	106	203	156	465
In-person: Reference	102	111	47	260
Total	364	498	287	1149

COPIES MADE FOR PATRONS

17	7	50	74
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Monthly Equivalent for January through March 2003

REFERENCE QUESTIONS

Telephone: Directional	454	442	238	1133
Telephone: Reference	196	325	113	633
In-person: Directional	442	846	650	1938
In-person: Reference	425	463	196	1083
Total	1517	2075	1196	4788

COPIES MADE FOR PATRONS

71	29	208	308
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Monthly Equivalent for January through March 2002

REFERENCE QUESTIONS

Telephone: Directional	504	708	208	1421
Telephone: Reference	308	429	63	800
In-person: Directional	525	821	658	2004
In-person: Reference	563	775	288	1626
Total	1900	2733	1217	5850

COPIES MADE FOR PATRONS

96	121	413	630
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RESOLUTION TO ADOPT LIBRARY CAPITAL PROJECTS FUND PLAN

This resolution is adopted by the Library Board of the Jasper County Public Library of Jasper County, Indiana.

Whereas, a Library Capital Projects Fund has been established; and

Whereas, the Library Board is required under IC 20-14-13-5 to adopt a plan with respect to the Library Capital Projects Fund; and

Whereas, the Library Board held a public hearing on the plan on April 14, 2003 at the Wheatfield Public Library, 170 S. Grace Street, Wheatfield, IN 46392;

THEREFORE, BE IT RESOLVED, by the Library Board that the plan entitled **Jasper County Public Library Capital Projects Fund 2004-2006** is hereby incorporated by reference into this resolution, and is adopted as the Library Board's plan with respect to the Library Capital Projects Fund.

BE IT FURTHER RESOLVED that the Library Board will submit a certified copy of this resolution (including the adopted plan) to the Jasper County Council for review and the Indiana State Board of Tax Commissioners under IC 20-14-13-7.

Adopted this 14th day of April, 2003, by the following AYE and NAY vote:

AYE

NAY

Mari Anne Sayler
Olivia Marie Egan
Mark A. Steinberg
Jason D. Dyer
John T. Lipp
Timothy M. Schultz

ATTEST: Joan Floyd

Joan Floyd, Secretary of Library Board

CERTIFICATE

I, the undersigned, Joan Floyd, Secretary of the Jasper County Public Library Board of Trustees, Jasper County, Indiana, do hereby certify to the Auditor of Jasper County that the attached is a complete transcript of the proceedings had with respect to the 2004-2006 Library Capital Projects Fund Plan adopted by the Board of Trustees of the Jasper County Public Library, at a meeting held on April 14, 2003.

Dated this 14th day of April, 2003.


Joan Floyd, Secretary

Comments from Public Meeting April 10, 2003 Wheatfield Library

James Gourko: If we stay in the present location and add on, we will be in the same situation 10 years from now and will be forced to move and build a new building. We will have wasted a lot of money. We should go for the 4 acre site and build a new library.

Randy Kooy: What will you do with the old library and will this help pay for the new construction? (Answer: We will sell it. It can't help pay for the new construction because we will probably not be able to sell it before we sign construction contracts and we must have all money in hand when we sign those contracts. We can use it for new books, etc. though (Randy's comment)

David Fulaytar: We have insufficient parking right now. It will only get worse. Any money we sink into the present building is wasted. However, he questions whether we are talking about paying too much for a new building. We don't need a "pretty" building -like the one we have now. We need a utilitarian building with no frills. The present building is pretty and lots of money was spent on it but we are leaving it 15 years later. How did we come up with those figures? It could be built less expensively than our figures show.

Stacy Kurdelak: We should go for the four acre site.

Sue Harrison: The state is in financial crisis. She doesn't know what the county's situation is. But people are retired and losing insurance now. The county is supported by only one big industry: NIPSCO. Look at what happened to Porter County when Bethlehem Steel went bankrupt. This might not be a good time to add to the tax rate.

Pat Abbott: Anyone can afford to pay \$18 per year for a new library. We waste that much on frivolous purchases often.

Randy Kooy: The economy is bad, but interest rates are down because of that, so it is a good time to act.

David Fulaytar: We don't know if interest rates will be up or down in a few years. Might be even better time to build later. Why not wait until after 2006 to build, when we are no longer paying on the DeMotte/Rensselaer bond issue?

James Gourko: If we do nothing else, we should at least buy the land. It will not be available at a later date. He thinks the appearance of the building is important. It (along with the post office) will be the first thing people see when they enter the town and if it is attractive, it will give a good impression of the town.

Miriam Lawyer: If we try to wait for the perfect time to build, we will never build, because there is no perfect time.

Doris Myers: We could probably build a pole barn for \$90,000, but is that the look we want?"

JCPL FINANCIAL STATEMENT

March 31, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$109,832.54	\$341,707.97	\$4,197.09	\$14,038.28	\$435,407.34
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$26.00	\$26.00
Gift Fund	\$2,082.31	\$522.65	\$957.07	\$1,115.86	\$2,261.69	\$3,386.93
DeMotte	\$521.64	\$0.00	\$145.08	\$0.00	\$207.58	\$584.14
Rensselaer	\$1,450.63	\$384.28	\$615.62	\$1,074.90	\$1,755.15	\$2,590.16
Wheatfield	\$110.04	\$138.37	\$196.37	\$40.96	\$298.96	\$212.63
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$77.24	\$211.13	\$93,548.84
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$0.00	\$0.00	\$0.00	\$60,181.32
Includes Investments of:						
al Projects Fund	\$381,110.99	\$9,700.00	\$9,700.00	\$436.85	\$1,514.53	\$372,925.52
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$0.00	\$430.00	\$430.00	\$430.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,073.05	\$16,062.25	\$5,073.05	\$16,062.25	\$0.00
FICA Tax Collected	\$0.00	\$4,569.19	\$14,269.03	\$4,569.19	\$14,269.03	\$0.00
State Tax Collected	\$1,928.96	\$2,188.67	\$6,219.92	\$2,046.45	\$6,337.41	\$2,046.45
County Tax Collected	\$535.57	\$585.67	\$1,697.45	\$544.66	\$1,706.54	\$544.66
Deferred Comp.	\$0.00	\$4,351.08	\$13,053.24	\$4,351.08	\$13,053.24	\$0.00
#125 Pre-tax Plan	\$0.00	\$3,837.09	\$11,513.27	\$3,837.10	\$11,513.30	\$0.03
Employee Health/Life Insur.	\$0.00	\$17.80	\$58.40	\$17.80	\$58.40	\$0.00
Employee P.E.R.F.	\$6,593.63	\$0.00	\$6,593.63	\$2,194.17	\$6,735.09	\$6,735.09
Credit Union	\$0.00	\$650.00	\$1,850.00	\$650.00	\$1,850.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$141,327.74	\$423,682.23	\$29,540.54	\$90,066.89	\$975,442.18

Bank Balances
Jasper County Public Library
Report as of: 3/31/2003

<i>Bank</i>		
1	Peoples State Bank	\$872,396.16
2	Demotte State Bank	\$9,287.18
3	Lafayette Bank & Trust-LIRF	\$93,548.84
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$975,442.18</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 3/1/2003 To 3/31/2003**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$12,519.03	\$37,816.97	24.9
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$56,268.31	\$175,795.45	\$544,553.55	24.4
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,100.99	\$9,717.90	\$36,722.10	20.9
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,569.19	\$14,269.03	\$45,762.97	23.8
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$47.18	\$1,302.82	3.5
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$9,233.99	\$25,421.01	26.6
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$3,892.45	\$11,670.35	\$34,398.65	25.3
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$87.69	\$312.31	21.9
Subtotal	\$959,631.00		\$959,631.00	\$72,025.62	\$233,340.62	\$726,290.38	24.3
2. Supplies							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$197.35	\$252.65	43.9
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$644.72	\$2,754.88	\$5,645.12	32.8
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$338.58	\$1,295.20	\$2,704.80	32.4
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$303.66	\$801.61	\$2,698.39	22.9
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.08	\$724.20	\$475.80	60.4
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$27.36	\$27.36	\$372.64	6.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$0.00	\$12,550.00	\$960.33	\$3,535.48	\$9,014.52	28.2
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$15.60	\$134.40	10.4
Subtotal	\$31,400.00		\$31,400.00	\$2,274.73	\$9,771.27	\$21,628.73	31.1

3. Other Services and Charge

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$100.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$345.78	\$570.78	\$5,429.22	9.5
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$462.82	\$1,458.93	\$5,541.07	20.8
3.22 POSTAGE	\$5,000.00	\$52.61	\$5,052.61	\$93.82	\$1,120.71	\$3,931.90	22.2
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$398.96	\$1,209.78	\$5,790.22	17.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$923.61	\$1,704.78	\$6,295.22	21.3
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$58.88	\$144.11	\$3,355.89	4.1
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$472.05	\$2,089.30	\$9,760.70	17.6
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$100.00	\$1,700.00	5.6
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$160.40	\$210.40	\$339.60	38.3
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$9,269.25	\$26,205.75	26.1
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$6,606.96	\$12,310.43	\$14,689.57	45.6
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$3,135.59	\$7,744.00	\$35,256.00	18.0
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$52.90	\$202.30	\$797.70	20.2
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$190.00	\$630.40	\$1,769.60	26.3
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$4,246.95	\$12,006.01	\$44,018.99	21.4
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$14.99	\$19.74	\$1,980.26	1.0
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$75.95	\$127.85	\$122.15	51.1
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$150.00	\$1,639.55	\$95.45	94.5
3.94 TRANSFER TO LIRF	\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$180,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,195.20	\$5,240.60	\$47,473.40	9.9
Subtotal	\$455,969.00	\$52.61	\$456,021.61	\$18,684.86	\$58,255.73	\$397,765.88	12.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	(\$500.00)	0.0
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$294.99	\$294.99	\$14,670.73	2.0
4.51 BOOKS	\$131,945.00	\$0.00	\$131,945.00	\$6,603.29	\$18,907.00	\$113,038.00	14.3
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$700.79	\$1,392.99	\$20,607.01	6.3
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$8,748.26	\$19,245.37	\$42,954.63	30.9
Subtotal	\$227,434.00	\$3,676.72	\$231,110.72	\$16,847.33	\$40,340.35	\$190,770.37	17.5
Grand Total	\$1,674,434.00	\$3,729.33	\$1,678,163.33	\$109,832.54	\$341,707.97	\$1,336,455.36	20.4

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

160 CAPITAL PROJECTS FUND

Jasper County Public Library

Report Date: From 3/1/2003 To 3/31/2003

Account # Description	Annual Appropriation	Change to Appppropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3. Other Services and Charge							
3.14 OTHER PROFESSIONAL SERVICES	\$60,000.00	\$0.00	\$60,000.00	\$8,700.00	\$8,700.00	\$51,300.00	14.5
Subtotal	\$60,000.00		\$60,000.00	\$8,700.00	\$8,700.00	\$51,300.00	14.5
4. Capital Outlays							
4.4 FURNITURE & EQUIPMENT	\$20,200.00	\$0.00	\$20,200.00	\$1,000.00	\$1,000.00	\$19,200.00	5.0
4.53 NONPRINTED MATERIALS	\$9,800.00	\$0.00	\$9,800.00	\$0.00	\$0.00	\$9,800.00	0.0
Subtotal	\$30,000.00		\$30,000.00	\$1,000.00	\$1,000.00	\$29,000.00	3.3
Grand Total	\$90,000.00	\$0.00	\$90,000.00	\$9,700.00	\$9,700.00	\$80,300.00	10.8

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2003	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,676.72	Encumbered from 2002 per Bd. Approval 12/30/02.
3/10/2003	100 OPERATING FUND	3.22 POSTAGE	\$52.61	UPS charges reimbursed on A/R #72, #81 & #86

Voucher List
Jasper County Public Library

Report Date: From 3/1/2003 To 3/31/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21736	162	A & N Books	3/10/2003	Books	\$99.40
21737	163	ALCO DISCOUNT STORE #290	3/10/2003	Children's Program supplies-Demotte	\$9.27
21738	164	AMERICAN LIB. ASSN.	3/10/2003	Posters	\$71.40
21739	165	LANDMARK AUDIOBOOKS	3/10/2003	Replacement tapes & Annual Lease;Rens & Dem	\$2,115.00
21740	166	BAKER & TAYLOR	3/10/2003	Books,Continuations, Gift Books, AV Material	\$5,443.17
21741	167	BAKER & TAYLOR ENTERTAIN	3/10/2003	AV Materials	\$272.72
21742	168	BARNES & NOBLE	3/10/2003	Books, Audio & CD Rom's, Prize	\$118.27
21743	169	BTP BUSINESS TRAVEL PLAN	3/10/2003	Business Travel Planner-Rens	\$149.00
21744	170	CDW GOVERNMENT, INC	3/10/2003	Inoculate IT 6-Virus Protection Software	\$1,059.00
21745	171	CHARLOTTE FAGEN	3/10/2003	Mileage-Building Mtg., Book Purchasing	\$27.36
21746	172	CULLIGAN	3/10/2003	Water Cooler Rental Wheatfield (Mar '03)	\$9.95
21747	173	DAVID ZIESE	3/10/2003	Replace Elec. Water Heater & Materials-Rens Janitor's Room	\$659.82
21748	174	DEMCO	3/10/2003	Banners & Poster	\$41.71
21749	175	DEMCO MEDIA	3/10/2003	Spanish Books	\$42.25
21750	176	DIANA KOOY	3/10/2003	Water Tank Replacement for Humidifier-Wheat	\$14.99
21751	177	DIANE OPOLSKI	3/10/2003	Mileage-Readers Advisory Mtg;2/20/03	\$5.76
21752	178	DUMAS, WEIST & MAHNESMIT	3/10/2003	Telephone Conference-Confidentiality Guidelines Review	\$100.00
21753	179	GA FOODS GROUP	3/10/2003	Book Discussion Supplies-Ren	\$9.98
21754	180	GALE GROUP	3/10/2003	Something About the Author-Rens	\$128.27
21755	181	GARNER ROOFING, INC	3/10/2003	Snow Removal; 1/14 - 2/6/03	\$387.50
21756	182	GIESLER ELECTRIC, INC	3/10/2003	Change Bulb Outside & Change Socket Children's Area-Dem	\$63.48
21757	183	HISTORIC LANDMARKS FOUN	3/10/2003	Indiana Preservationist Subscription (Membership) Renewal-Rens	\$25.00
21758	184	HOLLINGER CORPORATION	3/10/2003	Mylar Roll & Tape	\$125.62
21759	185	HERITAGE OFFICE PRODUCT	3/10/2003	Labels & UPS Charges	\$59.09
21760	186	HRS USA	3/10/2003	DVD's, Audio & CD Rom Software	\$209.88
21761	187	IDOC/ERO - PFEEP	3/10/2003	PFEEP-2nd Qtr. Pymt-Energy Efficient Contract, Boiler Replacement per contract	\$2,402.97
21762	188	INCOLSA	3/10/2003	2003 Membership Fees	\$150.00
21763	189	INGRAM	3/10/2003	Books	\$83.14
21764	190	INSPIRATIONAL DISTRIBUTOR	3/10/2003	Books	\$35.15
21765	191	JAMES D. LOWER	3/10/2003	Snow Removal-Salt sidewalks;2/1 - 2/24/03	\$125.00
21766	192	JASPER CO. VETERANS COU	3/10/2003	1 Indiana Flag, 2 American Flags	\$74.00
21767	193	JILL TACHTIRIS	3/10/2003	Mileage-INCOLSA Wrkshp 2/20/03	\$86.40
21768	194	KEM'S TRUSTWORTHY HARD	3/10/2003	Stepladder, Lubricants, Drywall supplies, Silicone spray	\$114.81
21769	195	KIRBY RISK CORPORATION	3/10/2003	Sockets/Rens	\$27.36
21770	196	LEARNINGEXPRESS, LLC	3/10/2003	LearnATest Renewal 1/16/03- 1/15/04	\$1,194.00
21771	197	LIBRARY VIDEO COMPANY	3/10/2003	Video's & AV Material	\$451.89
21772	198	LISA DAVIS	3/10/2003	Mileage-Circulation Cntrpts Mtg. & Children's Program Supplies	\$41.70
21773	199	MARLENE BEEDLE	3/10/2003	UPS Charges-Newspapers to Microfilm	\$35.04
21774	200	MASON CREST PUBLISHERS	3/10/2003	Books	\$459.85
21775	201	MIDWAY ELECTRONICS, INC.	3/10/2003	Pager Service 7/1/02-2/15/03, Cisco Router, Pager, Pager Service 2/16/03-2/16/04	\$1,424.85
21776	202	NADSC	3/10/2003	NADA Used Car Guides	\$162.00
21777	203	NATIONAL PEN CORPORATIO	3/10/2003	Imprinted Pens for Marketing Libraries	\$160.40
21778	204	PATTY STRINGFELLOW	3/10/2003	Copier Purchase Expense-2/25/03	\$11.34
21779	205	PLATINUM PLUS FOR BUSINE	3/10/2003	Contact Paper,Ebay fees, CD Rom's,Sony Camera,Goo Gone,Fred Pryor Wrkshp	\$1,096.08

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21780	206	POSTMASTER	3/10/2003	PO Box Fee 2003-Demotte	\$66.00
21781	207	PROQUEST INFORMATION & L	3/10/2003	Microfilm-Rens. Republican 9/1/02-10/31/02	\$80.39
21782	208	QUILL	3/10/2003	Tape, toner, ink cartridges, clipbrds, markers, glue sticks, contact paper, envelopes, kleenex, ruled pads	\$711.46
21783	209	REBECCA GIBSON	3/10/2003	Mileage-Building Mtg., tape, name badges, business card holders, bulletin brd. Letters	\$74.86
21784	210	RECORDED BOOKS, LLC	3/10/2003	Audiobooks	\$1,002.30
21785	211	REGENT BOOK CO., INC.	3/10/2003	BH&G Decorating, BH&G Kitchen & Bath	\$55.06
21786	212	RENSSELAER LUMBER CO.	3/10/2003	Textured Ceiling Tiles-Rens. Library	\$59.80
21787	213	RUSSELL R. SESSIONS	3/10/2003	Demotte Snow Removal; 2/14, 2/15, 2/17/03	\$395.00
21788	214	SCHOLASTIC LIBRARY PUBLIS	3/10/2003	Continuations	\$132.60
21789	215	SECURITY COURIERS CORP.	3/10/2003	Courier Service b/w Branches 1/31/03-2/21/03	\$1,057.28
21790	216	SHEILA MAXWELL	3/10/2003	Mileage, UPS Charges, Counterprts Mtg. Expense	\$228.36
21791	217	SMILEMAKERS	3/10/2003	Demotte Children's Supplies; eyes, stickers, reading encouragement	\$45.70
21792	218	SPRINT YELLOW PAGES	3/10/2003	Qrtly Directory Charges Jasper/Newton Counties	\$225.75
21793	219	STANLEY STEEMER	3/10/2003	Carpet Cleaning Test Area-Rens	\$90.00
21794	220	TIM RAYN	3/10/2003	Magic Performance/Summer Reading Program 7/2/03; Wheat & Rens	\$100.00
21795	221	TOM KROOSWYK PLMBG, HT	3/10/2003	Wheat Furnace Check & Dem. Toilet supplies & repairs	\$123.18
21796	222	TOWN OF DEMOTTE	3/10/2003	JAN '03 Sewer Service-Demotte	\$62.70
21797	223	TROYER GROUP, INC.	3/10/2003	Wheatfield Feasibility Planning	\$8,944.00
21798	224	TRUGREEN LIMITED PARTNE	3/10/2003	10 Bags Icemelter-Rens	\$110.00
21799	225	TYSEN'S COUNTRY GROCERY	3/10/2003	Children's & Book Discussion Supplies, Window Cleaner, Mop Handles, Works, light bulbs	\$63.87
21800	226	UNIQUE MANAGEMENT SERVI	3/10/2003	Collections JAN '03-Initial & Secondary Placements	\$137.92
21801	227	VIKING OFFICE PRODUCTS	3/10/2003	Envelopes-T.S.	\$89.93
21802	228	VIRGINIA VIS	3/10/2003	Janitorial Supplies; Bleach, Mop, Brooms, Air Fresheners, Furn. Polish, Lysol, The Works, Tydbol	\$284.96
21803	229	WALL STREET JOURNAL	3/10/2003	2 Year Subscription 5/11/03-5/11/05; Demotte	\$319.00
21804	230	WAL-MART COMMUNITY BRC	3/10/2003	Video's, DVD's, CD Rom's, CD's, Rens. Children's & Adult Supplies, Clock, Mgmt. Mtg. Supplies, Light bulbs, Goo Gone	\$1,635.16
21805	231	WORLD BOOK INC., SCHOOL	3/10/2003	2003 Encyclopedia	\$849.00
0	232	PAYROLL	3/10/2003	PAYROLL	\$30,877.66
21806	233	ANTHEM BLUE CROSS AND B	3/10/2003	Health Ins. Premium MAR '03	\$7,565.54
21807	234	ING	3/10/2003	Deferred Compensation Withheld 10 MAR 03 payroll	\$2,175.54
21808	235	LA-PORTER FEDERAL CREDIT	3/10/2003	Withheld from payroll 10 MAR 03	\$325.00
21809	236	NIPSCO	3/10/2003	Demotte Utilities 1/16 - 2/15/03	\$3,560.40
21810	237	TOWN OF WHEATFIELD SEW	3/10/2003	Sewer Service MAR '03-Wheatfield	\$41.05
0	238	INTERNAL REVENUE SERVICE	3/11/2003	FICA & FED Tax Withheld 10 MAR 03	\$6,913.58
0	239	INDIANA DEPARTMENT OF RE	3/20/2003	State & Local Tax Withheld FEB '03	\$2,774.34
21811	240	SPRINT	3/10/2003	Rensselaer Payphone-March'03	\$51.14
21812	241	THOMAS McNEIL, JOHN McNEI	3/10/2003	Three-Month extension for Option to Buy property on Bierma Street, Wheatfield, IN.	\$500.00
0	242	PAYROLL	3/25/2003	PAYROLL	\$32,686.32
21813	243	AFLAC	3/25/2003	Supplemental Insurance Premium-April '03	\$106.80
21814	244	ING	3/25/2003	Deferred Comp Withheld from 25 MAR 03 Payroll-	\$2,175.54
21815	245	ANTHEM LIFE	3/25/2003	Life Insurance-April '03 Premium	\$75.00
21816	246	CHICAGO TRIBUNE	3/25/2003	Subscription 3/24-9/21/03 DeMotte Library	\$114.40
21817	247	CITY OF RENSSELAER	3/25/2003	Utilities- 2/10-3/11/03, Rensselaer Library	\$2,546.35
21818	248	INDIANA LIBRARY FEDERATIO	3/25/2003	ILF Annual Conference, 4/15-4/16/03-10 registrants	\$755.00
21819	249	LA-PORTER FEDERAL CREDIT	3/25/2003	Direct Deposit - Withheld from 25 MAR 03 Payroll	\$325.00
21820	250	Midwaynet.net	3/25/2003	Wireless Connection (less USF), April '03 between Rens-DeMotte	\$172.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21821	251	NIPSCO	3/25/2003	Utilities-Gas, Elec. DeM (2/15-3/18) & Wh. Lib. 2/10-3/12/03	\$3,774.95
21822	252	SPRINT	3/25/2003	Local Phone-March'03, Wh. Lib.	\$138.04
21823	253	SPRINT	3/25/2003	Sprint Long Distance 2/08-3/07/03, DeM & Wh. Libraries	\$47.89
0	254	INTERNAL REVENUE SERVICE	3/26/2003	EFT - FICA & FEDERAL Tax Withheld 25 March 03 Payroll	\$7,297.85

Total Amount of Claims \$141,327.74

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, April 01, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$141,327.74

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown

March 31, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,786.87	\$8,339.74
DeMotte	\$1,112.80	\$3,269.58		
Rensselaer	\$1,189.94	\$3,375.99		
Wheatfield	\$484.13	\$1,694.17		
PHOTOCOPIES:			\$610.36	\$1,800.15
DeMotte	\$303.00	\$779.95		
Rensselaer	\$241.01	\$785.00		
Wheatfield	\$66.35	\$235.20		
CARDS:			\$54.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$54.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$745.86	\$3,289.88
Checking/Repurchase/Savings	\$745.86	\$3,289.88		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$554.51
Insurance	\$0.00	\$0.00		
Rebates/Refund	\$0.00	\$83.58		
Postage	\$0.00	\$120.50		
Reimbursements,PFEFF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$0.00	\$0.00		
Telephone refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,197.09	\$14,038.28
PLAC FUND:			\$0.00	\$26.00
GIFT FUNDS:			\$1,115.86	\$2,261.69
DeMotte	\$0.00	\$207.58		
Rensselaer	\$1,074.90	\$1,755.15		
Wheatfield	\$40.96	\$298.96		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$77.24	\$211.13
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$436.85	\$1,514.53
Interest Earned	\$436.85	\$1,514.53		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
OST/HOSPITALITY FUND:			\$430.00	\$430.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,257.04	\$18,481.63

WITHHOLDING ACCOUNT FUNDS:

			\$23,283.50	\$71,585.26
FIT Tax Collected	\$5,073.05	\$16,062.25		
FICA Collected	\$4,569.19	\$14,269.03		
State Tax Collected	\$2,046.45	\$6,337.41		
County Tax Collected	\$544.66	\$1,706.54		
Deferred Comp Plan	\$4,351.08	\$13,053.24		
#125 Pre-tax Plan	\$3,837.10	\$11,513.30		
Life/Health Insurance	\$17.80	\$58.40		
PERF	\$2,194.17	\$6,735.09		
Credit Union	\$650.00	\$1,850.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$29,540.54	\$90,066.89

Voucher List
Jasper County Public Library

Report Date: From 4/1/2003 To 4/18/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	255	PAYROLL	4/10/2003	PAYROLL	\$34,011.05
21824	256	ANTHEM BLUE CROSS AND B	4/10/2003	Health Insurance Premium April '03	\$7,932.60
21825	257	ING	4/10/2003	Deferred Comp. Withheld from Payroll 10 Apr '03	\$2,188.17
21826	258	LA-PORTER FEDERAL CREDIT	4/10/2003	Direct Deposit Withheld from Payroll 10 Apr '03	\$400.00
21827	259	OOMS BROS. DISPOSAL SERV	4/10/2003	Trash Disposal 4/1/03 - 6/30/03;D	\$60.05
21828	260	SPRINT	4/10/2003	Rensselaer Pay Phone-April '03	\$51.18
21829	261	TOWN OF DEMOTTE	4/10/2003	FEB '03 Sewer Service-Demotte	\$62.70
21830	262	TOWN OF WHEATFIELD SEW	4/10/2003	Wheatfield Sewer Service-Apr '03	\$41.05
21831	263	PLATINUM PLUS FOR BUSINE	4/10/2003	Panasonic Phone Battery, eBay seller fee's, Washington D.C. CIL Expenses;Maxwell,Evers	\$829.02
0	264	INTERNAL REVENUE SERVICE	4/11/2003	FICA & FED Tax Withheld 10 Apr '03	\$7,653.09
0	265	INDIANA DEPARTMENT OF RE	4/18/2003	State & Local Tax Withheld MAR '03	\$2,591.11
21832	266	ACE HARDWARE	4/14/2003	The Works Toilet Cleaner	\$13.74
21833	267	AUDIO EDITIONS	4/14/2003	Audiobooks	\$189.70
21834	268	BAKER & TAYLOR ENTERTAIN	4/14/2003	AV Materials	\$155.41
21835	269	BAKER & TAYLOR	4/14/2003	Books,Continuations,Gift Books, AV Materials	\$8,673.82
21836	270	BBC AUDIOBOOKS AMERICA	4/14/2003	Audiobooks	\$42.25
21837	271	BETTER CONTAINERS MFG. C	4/14/2003	Library bags	\$365.97
21838	272	BOILER & PRESSURE VESSEL	4/14/2003	Boiler Inspection-Ren	\$24.00
21839	273	BOOKS ON TAPE, INC.	4/14/2003	Audiobooks	\$112.50
21840	274	BOWKER	4/14/2003	Continuation-Books in Print Supplement	\$405.27
21841	275	CAMPBELL PRINTING COMPA	4/14/2003	Business Cards;Daugherty, Kooy, Stringfellow & Envelopes-D	\$211.46
21842	276	CHARLOTTE FAGEN	4/14/2003	Summer Reading Prizes, Children's Program Supplies;R, D & W,Counterparts Expense	\$197.10
21843	277	CULLIGAN	4/14/2003	Water & Cooler Rental APR '03	\$59.45
21844	278	DAVIDSON TITLES INC.	4/14/2003	Books & Gift books	\$4,052.67
21845	279	DELL MARKETING L.P.	4/14/2003	Pentium Lap Top	\$1,334.63
21846	280	DEMCO	4/14/2003	Labels, Book Jackets, Sign Holders, Letters, File Cases	\$218.23
21847	281	DIANA KOOY	4/14/2003	Mileage-deposit's, Employment Law Wrkshp	\$39.60
21848	282	DIANE KROS	4/14/2003	Mileage-Management, Deposit's, Counterparts	\$39.96
21849	283	FASE'S WATER TREATMENT	4/14/2003	Red-Out for softener-Demotte	\$184.50
21850	284	GAIL JUNG	4/14/2003	Mileage-Mgmt, Financial Counterparts & Expense	\$73.57
21851	285	GARNER ROOFING, INC	4/14/2003	Snow Removal;2/10, 11, 15, 24, 3/1 & 3/5/2003	\$300.00
21852	286	GLENDA BROWN	4/14/2003	Genealogy Workshop Expense	\$5.75
21853	287	HANSEN & ASSOCIATES	4/14/2003	Magnets	\$296.46
21854	288	HERITAGE OFFICE PRODUCT	4/14/2003	UPS Charges & Labels	\$19.79
21855	289	HIGHSMITH CO. INC.	4/14/2003	Bookmarks	\$17.75
21856	290	HP PRODUCTS CORP.	4/14/2003	T.P. & Roll Paper Towels	\$344.17
21857	291	HRS USA	4/14/2003	DVD's, CD's & Video Rewinder	\$176.93
21858	292	ICC	4/14/2003	Books	\$948.54
21859	293	INCOLSA	4/14/2003	2003 Inspire Database Pledge, Annaul Wheels Courier Service, Marc format Workshop-Molenaar	\$1,229.06
21860	294	INDIANA DEPT.OF WORKFOR	4/14/2003	Qtly Payment Unemployment Compensation	\$2,269.14
21861	295	INDIANA STATE LIBRARY	4/14/2003	PLAC Card Sale- 1st Qtr 2003	\$26.00
21862	296	INDIANA ONLINE USERS GRO	4/14/2003	IOLUG Annual Mtg., 5/16/03, Stringfellow	\$45.00
21863	297	INGRAM	4/14/2003	Paperbacks	\$153.07
21864	298	INSPIRATIONAL DISTRIBUTOR	4/14/2003	Christian Books	\$121.67
21865	299	JAMES D. LOWER	4/14/2003	Snow Removal-Wh. Lib. (3/3 & 3/5/03)	\$50.00
21866	300	JEAN KALUF	4/14/2003	School Visits	\$21.60

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21867	301	JENNIFER L. EVERS	4/14/2003	Mileage-airport, taxi, parking (CIL), meetings	\$131.70
21868	302	JOSEPH WHITE	4/14/2003	Balloon Program-4/8/03 @ Rens. Lib.	\$50.00
21869	303	KANKAKEE VALLEY HIGH SCH	4/14/2003	KVHS Yearbooks-2002 & 2003	\$72.00
21870	304	KANKAKEE VALLEY POST NE	4/14/2003	Subscription 4/29/03-04, Renss. Lib.	\$43.00
21871	305	KATHRYN WEED	4/14/2003	Mileage-Reference Counterparts Mtg.	\$59.76
21872	306	KEVIN GIBSON	4/14/2003	General Mtnc-replaced ceiling tiles, added shelves, changed light bulbs, etc.	\$42.50
21873	307	KONE, INC.	4/14/2003	Qtly Mtnc Agreement-Elevator	\$370.80
21874	308	JASPER FOUNDATION, INC.	4/14/2003	Lily Endowment Scholarship Dinner, 4/25/03-Daugherty	\$13.50
21875	309	LAFAYETTE OFFICE MACHINE	4/14/2003	Minolta Di351 Copier-Rensselaer Library; Annual Service Contract	\$6,109.76
21876	310	LINDA THOMPSON	4/14/2003	Mileage & Ref. Counterparts Mtg. Expense	\$13.32
21877	311	LISA DAVIS	4/14/2003	Nat'l Lib. Week prizes, Mileage-Mktg. Mtg.	\$11.67
21878	312	MARLENE BEEDLE	4/14/2003	Mileage-HIS Genealogy Wkshp, Copier Demo Shopping trip	\$139.44
21879	313	MASON CREST PUBLISHERS	4/14/2003	Books	\$127.64
21880	314	McCORMICK-METSKER AGEN	4/14/2003	Consulting fee-Insurance Proposals 2003	\$400.00
21881	315	MIDWAY ELECTRONICS, INC.	4/14/2003	UPS Postage-Ebay sales (Klein & Arp)	\$67.59
21882	316	MIDWEST TAPE	4/14/2003	VHS	\$29.99
21883	317	NORTHSTAR AUDIOBOOKS, I	4/14/2003	Replacement Tape	\$5.00
21884	318	ON BEHALF OF INNOCENTS	4/14/2003	Book	\$30.35
21885	319	OVGTSL	4/14/2003	OVGTSL Annual Mtg.5/15/03-Woods, Ever	\$170.00
21886	320	PAM BLISS	4/14/2003	Comics & Cartooning Program @ Rens. Lib., 3/31/03	\$25.00
21887	321	PATRICK R. OATIS	4/14/2003	Sign Language Programs-Wh. Lib (3/31-5/12/03; Rens. Lib. (4/9-5/14/03)	\$505.00
21888	322	PATTY STRINGFELLOW	4/14/2003	Mileage: FOL Mtg, Copier Shopping, Wh. Bldg. Proj.Mtg, Learning Network Mtg., etc.	\$89.14
21889	323	PRECISION CONTROL SYSTE	4/14/2003	Prev. Mtnc (July'02-Mar'03); Pump, VAV, Repairs-Valve Actuator, Air Handler, VAV Box Controller	\$4,608.64
21890	324	PUBLIC EMPLOYEES' RETIRE	4/14/2003	1st Qtr Pymt-Employee Retirement Plan	\$15,528.38
21891	325	QUILL	4/14/2003	Inkjet Cartridges, Envelopes, pencils, file folders, copy paper, Index Cards, Report Covers, etc.	\$563.93
21892	326	RACHAEL CAVINDER	4/14/2003	Mileage-Children Counterparts Mtg.	\$21.96
21893	327	REBECCA GIBSON	4/14/2003	Mileage & Expenses: Copier Shopping, Mgmt Mtg., Workshop	\$83.06
21894	328	RECORDED BOOKS, LLC	4/14/2003	Book on CD & Audiotape book	\$128.80
21895	329	RENSSELAER REPUBLICAN	4/14/2003	2 Legal Ads each -CPF (KV Post & R.R.)	\$371.20
21896	330	RHODE ISLAND NOVELTY	4/14/2003	Mini-Crayon sets-Marketing	\$37.55
21897	331	RUSS' PRINT SHOP	4/14/2003	Notepads-Marketing Advertising	\$150.00
21898	332	RUSSELL R. SESSIONS	4/14/2003	Snow Removal-DeMotte Lib. (3/3 & 3/05/03)	\$235.00
21899	333	S & S WORLDWIDE, INC	4/14/2003	Paper Mache Frames-Lib. Program Supply-Wh. Lib.	\$30.90
21900	334	SECURITY COURIERS CORP.	4/14/2003	Transport Service, 2/28-3/28/03	\$1,336.47
21901	335	SHEILA MAXWELL	4/14/2003	CIL Expenses, taxi	\$20.54
21902	336	SHOWCASES	4/14/2003	Single CD Case holders	\$169.56
21903	337	T. J. CUSTOM SERVICES	4/14/2003	Snow Removal Parking Lot @ Wh. Lib. (2/17 & 2/22/03)	\$80.00
21904	338	TROYER GROUP, INC.	4/14/2003	Professional Architect Services	\$3,574.00
21905	339	ULINE	4/14/2003	Trash Bags	\$202.93
21906	340	UNIQUE MANAGEMENT SERVI	4/14/2003	Collections-Feb & March Initial & Secondary Placements	\$340.04
21907	341	VIDEO STORE SHOPPER	4/14/2003	DVD Cases-full sleeve-Dem. Collection	\$113.00
21908	342	WAL-MART COMMUNITY BRC	4/14/2003	Craft & Ch. Prog. Supply, DVD's,Clorox Wipes, shelving, screwdriver set.	\$374.92
21909	343	LANDMARK AUDIOBOOKS	4/14/2003	Annual Lease Contract-Books on CD-DeM. Lib.	\$384.00
21910	344	EVA CORPORATION	4/14/2003	Annual Magazine Renewal-2003/04	\$13,938.74

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$129,039.56

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, April 14, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$129,039.56**

Date this 14th day of April, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

MAY

AGENDA

Jasper County Public Library Board Monthly Meeting Monday, May 12, 2003, 7:00 PM Rensselaer Library

7:00 PM: Executive session to discuss job performance evaluation of an employee. Board meeting will begin immediately following this executive session.

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of April board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Transfer of funds from 3.94 (Transfer to LIRF) to 4.1 (Land) and from (3.97) Interviewing & Moving to 3.93 (Taxes and Assessments)

General Business

- A. Patron privacy issues (R 11-R 20) Discussion
- B. Architect contract (R 21) Action
- C. Resolution to Exercise Option to Purchase Real Estate (R 21) Action

Director's Report (R 21-R 23)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees Wheatfield Library

**April 14, 2003
7:00 PM**

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Patty Stringfellow, Rebecca Gibson, Gail Jung, Diana Kooy, Diane Kros

Capital Projects Hearing: The President allowed ample time for citizens present to voice their concerns regarding the Jasper County Public Library Capital Projects Fund Plan for 2004-06. With no persons in attendance wishing to be heard, the public hearing was closed.

Consent Agenda & Consent Agenda Items: Minutes of the March Board Meeting, monthly bills and financial reports, revised Personnel Policy, Staff Development Day partial closing, Salary Ordinance revisions, and IOLUG and OVGTSL workshop for two staff members each, were approved on a motion by A-M Egan, seconded by T. Schultz.

M. Heinig joined the meeting at this time.

DeMotte Library Annual Report: During the past year we arranged a job-sharing position for the children's library assistant that has served us very well while maintaining the needs of the library. Security cameras proved themselves last fall by keeping vandalism at bay. (At tonight's meeting a Board member suggested a 'No Skateboarding' sign be posted at top of drive). Introduced a fun-filled monthly Library Trivia Challenge for patrons to encourage more visits to library and the availability of library resources offered. New too is our 'Poet Tree' that displays the poetic works of area residents. Besides the winter & summer Friends-sponsored Adult Reading Programs, the second Underground Railroad program and the Quilting Program have sparked patron interest. Thus more quilting magazines were added to our magazine collection along with a special display on the subject. Author visits continue to be a drawing card. Fine-tuning of the HVAC system seems to be complete, however, will need to wait till heating season resumes for the final analysis.

The array of programs offered for youth of all ages continues. School visits and summer reading programs continue to promote the ideas that reading-is-fun at all age levels and it's importance to make a lifetime habit of using your library. Highlights for this past year included a program given by Purdue NC on career and high school class selection for 8th graders. A tutoring service for elementary and middle school students is now being offered. A Teen/Tween Reader's Advisory Board was formed. It meets bi-monthly and assists in materials' selection. Library Information Programs are given periodically for home schoolers and scouts as requested. We are eternally grateful for our adult and teen volunteers. We could not do all the things we do without them. They are the key to successful

programming.

Building Insurance: According to our insurance consultant the 'extras' included in the Zurich policy were worth the additional premium cost. The library chose to delete earthquake coverage from the quotes reducing the premiums further. After some discussion, the board voted to approve accepting the low bid from MW Insurance's State Auto Policy on a motion by T. Schultz, seconded by A-M Egan. Motion was unanimous. J. Floyd moved, seconded by M. Crawford to increase the deductible to \$1000. Motion was unanimous.

Wheatfield Building Project: The Town Meeting held on April 10th gave the public an opportunity to voice their opinion on the options available to increase the capacity of the Wheatfield Library. The general consensus was to build a new building on a larger piece of land rather than remodel the existing building on its current site.

A-M Egan made a motion to buy the 4-acre plot that we have an Option to Buy on. M. Crawford seconded the motion. Motion was unanimous.

On a motion by A-M Egan the board voted to proceed with the architect to build a new building on the 4-acre plot. Motion seconded by M. Sayler. J. Floyd remarked that she personally thought that we should not be building a new building at this time, feeling it too large a tax burden, but she will go along with the majority decision. It was pointed out that a half-percent increase in the cost of the bond is an option that could allow payment of 'interest only' until end of 2006 if the board wished to choose this course of action. Vote was taken. Motion was unanimous. Our attorney will be contacted to proceed with the purchase of the land immediately.

Architect Selection: One of the options of the Feasibility Study was to continue with the same architect for the building project. M. Crawford moved, seconded by A-M Egan, to continue with The Troyer Group for the building project. All were in favor. Motion passed. Our attorney will review the contract before signing.

Wheatfield Building Committee: The committee, present at this meeting, all agreed to continue to serve on the building committee. A-M Egan moved, seconded by M. Crawford, to approve retaining the building committee to continue in this capacity. Motion carried.

Capital Projects Fund Adoption: T. Schultz made a motion to adopt the Capital Projects Fund as advertised. M. Heinig seconded the motion. Motion passed. The CPF Plan will now advance to the County Council for approval.

NILBA Dinner: A-M Egan and L Daugherty will attend the April 30th NILBA dinner at the Patio Restaurant in Merrillville featuring Morton J. Marcus, economist.

Director's Report: Landscaper is investigating freeze line restrictions before removing any dirt and putting in any perennials/grasses at the Wheatfield Library.

Display at Rensselaer Library is being planned featuring local service men and women during the months of May, June, and July.

The financial brochures prepared by Therber, Brock & Kramer will be available at the Wheatfield Library for any patron wishing to see the potential early projections of the building project.

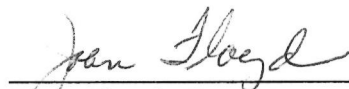
The House and Senate have passed their own proposals for Inspire and Internet Connection funding. It is in Committee but does look promising at this time for a favorable outcome. INCOLSA believes they can pick up any shortages without assessing libraries to fund these programs.

Lynn, Patty, and Jackie met with the executor of the Mabel Stewart Estate regarding the \$1000 Bequest. A floor-model globe, four 3-position computer chairs, and a rocker glider will be purchased with this money. Costs over this amount will also be covered by the estate.

Director's Evaluation: Return to M. Sayler by May 5th. An executive session will be held to discuss the results at the May meeting prior to the regular scheduled board meeting on May 12th at the DeMotte Library.

Future Agendas: USA Patriot Act and Patron Privacy Laws and their impact on the library.

Adjournment: The board adjourned at 7:59 PM on a motion by M. Crawford, seconded by J. Floyd.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

April 2003

DEMOTTE

WHEATFIELD

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

Added
Vols.

Withdrew
Vols.

Circulation

**Total
Circ.**

ADULT BOOKS

Fiction	94	0	1,870	54	0	2,118	45	170	783	4,771
Nonfiction	57	0	1,540	73	0	1,326	32	71	556	3,422

CHILDREN'S BKS

Fiction	41	0	2,277	26	0	1,794	13	1	612	4,683
Nonfiction	49	0	819	15	0	758	12	4	284	1,861

YA BOOKS

Fiction	7	0	184	12	0	217	5	0	89	490
Nonfiction	0	0	42	1	0	114	0	0	23	179

Magazines,Adult	670	374	206	1,250
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Magazines, Child	82	32	52	166
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Games, Toys	3	4	7
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Sound Rec/Adult	503	736	223	1.462
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Sound Rec/Child	7	0	118	7	0	80	6	0	25	223
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[illegible]

Software	0	0	159	0	0	122	0	0	55	336
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Vertical Files	4	0	62	8	0	9	4	1	2	73
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VHS/DVD	0	0	1,332	0	0	2,135	0	0	726	4,193
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Equipment	18	0	3	19	0	0	7	1	0	3
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TOTAL	273	0	9661	207	0	9818	120	247	3,640	23,119
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END OF MONTH:

DEMOTTE

RENSSELAER

WHEATFIELD

Total Materials Owned	54,226	64,397	30,623
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Percent Increase/Decrease	-4.0%	-1.2%	-11.5%
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MONTHLY SYSTEM STATISTICS

2002

2003

% change

Circulation	24,108	23,119	-4.1%
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Jan. to date circulation	101,832	102,676	0.8%
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7

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
13,041	13,135	12,518	12,572	7,681	7,556
15,636	15,693	21,754	21,827	8,371	8,332
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
10,980	11,021	13,089	13,115	6,519	6,531
8,375	8,424	8,346	8,361	3,990	3,998
					Fiction
					Nonfiction
					YA BOOKS
1,875	1,882	2,412	2,424	1,319	1,324
567	567	546	547	142	142
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,316	1,316	2,066	2,066	1,272	1,272 Sound Rec/Adult
344	351	436	443	308	314 Sound Rec/Child
24	24	17	17	3	3 Online Databases
212	212	258	258	155	155 Software
					Vertical Files
1,567	1,567	2,587	2,587	978	978 VHS/DVD
16	34	21	40	12	18 Equipment
53,953	54,226	64,190	64,397	30,750	30,623 TOTAL
XX					

CIRCULATION BY HOLDINGS CODE

March 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	7			7
Award Winner JFIC (DAJFIC)	13	1		14
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)		1		1
Award Winner YAFIC (DAYAF)	3			3
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	47	2	1	50
Books on CD (DBKCD)	46	1	1	48
Books on Tape (DBKT)	130	3	1	134
Compact Disc (DCD)	288	16	5	309
DVD	437	2		439
Equipment (DEQP)	3			3
See librarian (DERR)				0
Express Book (DEXP)	38			38
Fiction (DFIC)	1367	57	38	1462
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	312			312
Juv. Biography (DJBIO)	102	4		106
Juv. Book on CD (DJBKCD)	4			4
Juv. Book on Tape (DJBKT)	88		1	89
Juv. Compact Disc (DJCD)	21			21
Juvenile Easy (DJE)	1252	4	2	1258
Juv. Easy Reader (DJER)	479			479
Juv. Fiction (DJFIC)	210	3	3	216
Juv. Holiday books (DJHOL)	7			7
Juv. Magazine (DJMAG)	81	1		82
Juv. Music Cassette (DJMC)	4			4
Juv. Nonfiction (DJNF)	628	12	8	648
Juv. Nonfic Text Bk (DJNFTB)	11			11
Juv. Paperback fic (DJPBF)	283	2	6	291
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	135	2	1	138
Large Print Nonfic (DLPNF)	4			4
Magazine (DMAG)	663	14	9	686
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1323	50	27	1400
Nonfiction VHS (DNFVHS)	53	7	2	62
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	23	3	1	27
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0
Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	5			5
Software (DSWAR)	158	2		160
Vertical File (DVF)	30			30
VHS	820	3	3	826

YA Biography (DYAB)	1			1
YA Books on CD (DYABKCD)	8	3		11
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	47	5		52
YA Nonfiction (DYANF)	35		1	36
YA Paperback Fic (DYAPBF)	114	12	2	128
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)	1	2		3
Award Winner JFIC (RAJFIC)		14		14
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		5		5
Award Winner YAPFIC (RAYPBF)		2		2
Biography (RBIO)	8	70	2	80
Books on CD (RBKCD)		70	1	71
Books on Tape (RBKT)	6	180		186
Compact Disc (RCD)	9	409	11	429
DVD	3	842	2	847
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		117	1	118
Fiction (RFIC)	34	1280	15	1329
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		3		3
Internet (RINTER)		555		555
Juv. Biography (RJBIO)	6	36		42
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		61		61
Juv. Compact Disc (RJCD)	1	11		12
Juvenile Easy (RJE)	8	1035		1043
Juv. Easy Reader (RJER)	1	178		179
Juv. Fiction (RJFIC)	1	312	11	324
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)	1	31		32
Juv. Music Cassette (RJMC)		6		6
Juv. Nonfiction (RJNF)	19	692	23	734
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	2	231	1	234
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	5	59	1	65
Large Print Nonfic (RLPNF)		1		1
Magazine (RMAG)		360		360
Music Cassette (RMCAS)				0
Nonfiction (RNFC)	31	1085	34	1150
Nonfiction VHS (RNFVHS)	1	80	1	82
Professional Coll. (RPRO)	4			4
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		2		2
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		12		12
Software (RSWAR)		120	1	121
Vertical File (RVF)		9		9

VHS	14	1197	1	1212
YA Biography (RYAB)	2	14		16
YA Books on CD (RYABKCD)		2		
YA Books on Tape (RYABKT)	1	10		11
YA Fiction (RYAF)	6	96	1	103
YA Nonfiction (RYANF)	3	96	4	103
YA Paperback Fic (RYAPBF)	1	91	3	95
Award Winner JBIO (WAJBIO)	1			1
Award Winner JE (WAJE)			1	1
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	5	3	15	23
Books on CD (WBKCD)	2		12	14
Books on Tape (WBKT)	3	6	52	61
Compact Disc (WCD)	10	10	137	157
DVD			259	259
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	66	42	544	652
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)		1	219	220
Juv. Biography (WJBIO)	3	2	6	11
Juv. Book on CD (WJBKCD)		2		2
Juv. Book on Tape (WJBKT)			12	12
Juv. Compact Disc (WJCD)			6	6
Juvenile Easy (WJE)	12	2	383	397
Juv. Easy Reader (WJER)			80	80
Juv. Fiction (WJFIC)	4	5	67	76
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			52	52
Juv. Music Cassette (WJMC)			6	6
Juv. Nonfiction (WJNF)	16	5	246	267
Juv. Nonfic Text Bk (WJNFTB)				0
Juv. Paperback fic (WJPBF)	4	1	58	63
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		5	2	7
Large Print Nonfic (WLPNF)			3	3
Magazine (WMAG)	7		197	204
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	17	38	440	495
Nonfiction VHS (WNFVHS)		2	28	30
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			7	7
Software (WSWAR)			54	54

Vertical File (WVF)			1	1
VHS	4	2	430	436
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)		3	3	6
YA Fiction (WYAF)	7	5	34	46
YA Nonfiction (WYANF)	1	4	18	23
YA Paperback Fic (WYAPBF)	6	1	49	56
TOTAL	9621	9730	3646	22995

CIRCULATION BY HOLDINGS CODE
February 2002

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	2	0	4
Award Winner JE (AJE)	8	2	1	11
Award Winner JFIC (AJF)	13	15	0	28
Award Winner JNF (AJNF)	2	0	0	2
Award Winner JPFIC (AJPF)	0	4	0	4
Award Winner YAFIC (AYAF)	3	5	0	8
Award Winner YAPFIC (YAYPBF)	0	2	0	2
Biography (BIO)	60	75	18	153
Books on CD (BKCD)	48	71	14	133
Books on Tape (BKT)	139	199	53	391
Compact Disc (CD)	307	435	153	895
DVD	440	844	261	1545
Equipment (EQP)	3	0	0	3
See librarian (ERR)	0	0	0	0
Express Book (EXP)	38	117	1	156
Fiction (FIC)	1467	1379	597	3443
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	3	0	3
Internet (INTR)	312	556	219	1087
Juv. Biography (JBIO)	111	42	6	159
Juv. Book on CD (JBKD)	4	2	0	6
Juv. Book on Tape (JBKT)	88	61	13	162
Juv. Compact Disc (JCD)	22	11	6	39
Juvenile Easy (JE)	1272	1041	385	2698
Juv. Easy Reader (JER)	480	178	80	738
Juv. Fiction (JFIC)	215	320	81	616
Juv. Holiday (JHOL)	7	0	0	7
Juv. Magazine (JMAG)	82	32	52	166
Juv. Music Cassette (JMC)	4	6	6	16
Juv. Nonfiction (JNF)	663	709	277	1649
Juv. Nonfic Text Bk (JNFT)	11	0	0	11
Juv. Paperback fic (JPBF)	289	234	65	588
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	140	66	4	210
Large Print Nonfic (LPNF)	4	1	3	8
Magazine (MAG)	670	374	206	1250
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1371	1173	501	3045
Nonfiction VHS (NFVH)	54	89	31	174
Professional Coll. (PROF)	5	0	0	5

Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	23	5	1	29
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	95	65	27	187
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	1	0	0	1
Spanish Collection (SPA)	5	12	7	24
Software (SWAR)	158	122	55	335
Vertical File (VF)	62	9	2	73
VHS	838	1202	434	2474
YA Biography (YAB)	3	14	0	17
YA Books on CD (YABKCD)	8	5	0	11
YA Books on Tape (YABKT)	1	13	3	17
YA Fiction (YAF)	60	106	35	201
YA Nonfiction (YANF)	39	100	23	162
YA Paperback Fic (YAPBF)	121	104	54	279
				0
Free reads	225	556	181	962
Puzzles			4	4
Talking books		13		13
Assignment Shelf Books				0
TOTAL	9973	10374	3859	24204

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1870	2118	783	4771
Nonfiction	1540	1326	556	3422
CHILDREN'S BOOKS				
Fiction	2277	1794	612	4683
Nonfiction	819	758	284	1861
YA BOOKS				
Fiction	184	217	89	490
Nonfiction	42	114	23	179
Magazines, Adult	670	374	206	1250
Magazines, Children	82	32	52	166
Games, Toys	0	3	4	7
Sound Recordings, adult	503	736	223	1462
Sound Recordings, ch	118	80	25	223
Online databases	0	0	0	0
Software	159	122	55	336
Vertical file	62	9	2	73
VHS/DVD	1332	2135	726	4193
Equipment	3	0	0	3
Total	9661	9818	3640	23119

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

April 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	194	42	146	32	178	39	518	112
LOCAL HISTORY								
In person		0	11	3		0	11	3
Letters written		0	8	8		0	8	8
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	312	13	556	23	219	9	1087	45
Computer software used	65	5	123	10	32	3	220	18
VCR Use	3	0		0	1	0	4	1
Microforms	3	0	58	8		0	61	8
CD ROM/Online databases	137	11	230	19	31	3	398	33
Typewriter use	8	0		0	1	0	9	0
Other equipment used	6	2	1	0		0	7	2
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3	4	3		0	9	6
Notarized documents	5	1	3	1	1	0	9	2
Meeting Room Use (no. of groups)	64	21	33	11	36	12	133	44
Study room use		0	42	4	3	0	45	4
INTERLIBRARY LOANS								
Requests made for:	62	16	88	22	20	5	170	43
Items rec'd for:	95	48	65	33	27	14	187	94
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7655	7653	3124	18432
Non-resident, paying	6	18	2	26
PLAC card users	1	3	0	4
Reciprocal borrowers	429	323	22	774

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	1	6	6	36	3	18	10	60
Children's Programs (0-13) Number attending	15 287	90	13 278	78	3 73	18	31 638	186
YA Programs (14-17) Number attending	4 94	24	8 308	48		0	12 402	72
Adult Programs Number attending	4 58	24	6 118	36	3 34	18	13 210	78
Senior Citizen Programs Number attending	2 26	12	3 37	18		0	5 68	30
Total Number of Programs	26	156	36	216	9	54	71	426
Total Persons Attending	465		741		112		1318	
Total Attending Same Month Last Yr.	394		375		78		847	
Total Staff Hours Spent		320		392		138		850
Hours Spent Same Month last year		288		418		123		829

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7244	72.0%	7292	70.1%	3188	81.6%	17724	72.7%
Corporate	25	0.2%	85	0.8%		0.0%	110	0.5%
Juvenile 0-11	1271	12.6%	1167	11.2%	356	9.1%	2794	11.5%
Nonresident No Fee	60	0.6%	359	3.5%	73	1.9%	492	2.0%
Nonresident Fee		0.0%	23	0.2%		0.0%	23	0.1%
Reciprocal	381	3.8%	351	3.4%	5	0.1%	737	3.0%
School	197	2.0%	14	0.1%		0.0%	211	0.9%
St. Joseph College		0.0%	216	2.1%		0.0%	216	0.9%
State Library Card	5	0.0%		0.0%		0.0%	5	0.0%
Staff	552	5.5%	503	4.8%	215	5.5%	1270	5.2%
YA 12-17	331	3.3%	385	3.7%	70	1.8%	786	3.2%
Total	10066		10395		3907		24368	
All items borrowed by nonresidents	643	6.4%	963	9.3%	78	2.0%	1684	6.9%

May 12, 2003

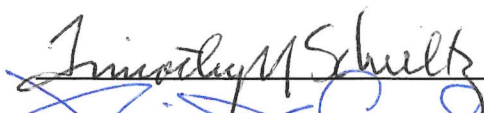
Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

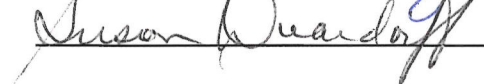
Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

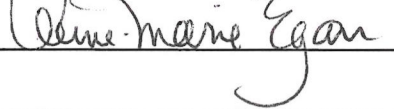
Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
3.93 Taxes & assessments	\$242.31	3.97 Interviewing & moving	\$242.31
4.1 Land	\$69,000.00	3.94 (Transfer from LIRF)	\$69,000.00
TOTAL	\$69,242.31		\$69,242.31



Patron And Staff Privacy in the Library

Synopsis

Libraries have a duty to protect the privacy (1st Amendment Rights) of their patrons, so patrons may read what they wish without fear of incrimination, retribution, accusation. Most states recognize this right and make it illegal to violate patron privacy (in Indiana, they make it illegal to violate patron privacy if the library board has declared certain records private). It takes a court-issued subpoena or search warrant to obtain patron or employee information declared private.

In the past these subpoenas or search warrants required those seeking them to first prove in court that they had a "compelling need" for information that could be obtained no other way and that the request was not unduly broad. Under the USA Patriot Act, a 132 page document issued very quickly after Sept. 11, 2001, with very little examination or discussion on the part of legislators, search warrants and subpoenas can be obtained by federal law enforcement officials with much less evidence of wrongdoing. They can be basically "fishing expeditions". Furthermore, they may be issued with gag orders attached. This prohibits the library from informing anyone that those records are being searched. Thus, no one can act as watchdog to see that law enforcement is not abusing its powers.

As an example, a tap could be placed by the FBI on all Internet workstations allowing someone at a remote site to watch all activity on the workstations without those using the workstations being aware of it. And the library could complain to no one.

In response to these additional threats to patron privacy, we have taken the following actions:

1. We have written a procedure for staff to use in handling law enforcement inquiries.
2. We have examined our recordkeeping practices to determine whether all records collected are needed for our purposes. (We now keep only 3 days' record of Internet workstation sign-up sheets.)
3. Sheila has researched the kinds of information remaining on computer and server hard drives after we have "deleted" it.
4. Jen has requested an accounting from TLC concerning what patron and circulation records are still accessible to the computer expert after we have deleted them.

We believe that our computers hold a great deal of information which could be ferreted out by experts even though we have "deleted" the information. We can do a few things to minimize some of this, but nothing to totally delete what we want deleted.

Some libraries have chosen to warn patrons that their privacy is not guaranteed in the library. Other libraries feel such warnings would deter people from using the library, even if they were totally innocent of wrongdoing. Does the JCPL Board want us to issue a statement on our webpage, near our computer workstations, in the newspaper or elsewhere? You may want to discuss this.

You May Not Know---

We have the ability to monitor patron Internet workstations from one of the staff workstations if we feel that a patron is violating our Internet Use Policy.

This works. In the past month both the Wheatfield and the Rensselaer libraries have interrupted a patron's Internet use and banned them from the Internet workstation for 1 month, because they were viewing "inappropriate" pictures (what the staff considered pornographic).

Staff will go to the monitoring computer to see what a patron is viewing ONLY when they note suspicious activity. They may notice the patron looking around often to see who is within sight of their screen, or sheltering the screen with their body or they may notice the patron closing out their screen when someone comes within sight of it. Routine monitoring of an Internet workstation is not allowed.

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On one occasion, local police asked to look at our Internet sign-up sheets to determine at what times of certain days a certain patron had been on the computer. This person was accused of sexual harassment and threats. If this happened today, we would require a subpoena or search warrant. By doing this, we would be assured that a judge had heard evidence that indicated that this information was needed to prove that a person had committed a crime, and we would protect the library from a suit for invasion of privacy. However, today we could not get the information the police requested, since we shred our sign-up sheets after 3 days.

.....

Patron privacy does not prevent us from calling police when we witness an illegal act in the library. We would require, however, that staff inform their supervisor of the act they witnessed, so that the supervisor makes the determination of whether this is illegal and should be reported (probably after a call to our attorney). (If an employee witnessed a patron threatening someone with a knife or starting a fight, they would immediately call the police, to protect their own or other patron's safety.) One of the most common problems occurs when police ask us who was on the pay phone at a particular time, because they received a 911 call or someone received a bomb threat and the call was from our pay phone. We have no problem with giving this information if we know it.

Privacy Questions

Questions asked of TLC:

1. How long does the fine history remain on a patron's account? Is there a way to clear or purge fine history at periodic times?

Answer: Until version 3.3, fine history lasts forever. Version 3.3 will have the capability of purging all fine history records prior to a specified date (and there will be an ability to remove specific history entries one at a time – the way loan history works now).

Note: Version 3.3 is scheduled for release at the end of 2003.

2. Once a patron is deleted from the system, is that information completely erased? Or would someone with some programming knowledge be able to pull that information out?

Answer: The payment history is deleted when the patron record is deleted from the database. There is no residual information.

3. Right now we retain the last borrower link on each item. If we turned that off, would the link still be retained behind the scenes (again that someone with programming knowledge could pull out)? Would it be possible to have the last borrower information retained only for a specified time (for example, 30 days)?

Answer: If you turn off the last borrower link, that information is not retained “behind the scenes.” We do not contemplate retaining last borrower information for a specified period of time.

4. We have loan history turned “on” only for patrons requesting this service, and only after they have signed a wavier. For patrons with loan history turned off, is this information still being storied behind the scenes?

Answer: No, that information is only retained if loan history is turned on.

5. In the PAC, we have not yet added the Search History button, but may within the next month. If we do so, is there some sort of log on our server which will retain that information? The search history is supposed to disappear once the PAC is returned to or timed out to the home page. Is that information truly gone, or still lurking somewhere on our server? If we don't make use of the Search History button, is the search still being stored on the server somewhere?

Answer: That information is completely gone once the PAC is returned to the home page.

Sheila's research

Patron/Staff Electronic Privacy Issues

"If the data was there, rarely can you NOT find a sign of it. The closer to the time frame it happened, the better the chance of recovering the data." Jeff Bedser of Internet Crimes Group in Princeton, N.J.

Brief explanation of how information is stored on a hard drive:

Information is stored on a hard disk in segments called "clusters." When a file is saved, a "pointer" is set to point to the location of the file on the hard drive. When a file is being modified (and saved periodically), the new version of the file does not overwrite the old version...it's stored in a different location on the hard disk. If the file is not large enough to fill an entire cluster, information from RAM (this is a physical component in the computer that stores information temporarily until the computer is turned off) is used to fill part of the cluster. The windows "swap file" (used in connection with RAM to temporarily store information on the hard drive) may also be used to fill the remainder of the cluster. Both RAM and the swap file may temporarily store information not intended to be saved (i.e. passwords); therefore, this information could end up filling clusters on the hard drive.

When a file is deleted, the pointer to the file is removed; however, the information still remains on the hard drive until it is written over by new information.

Brief explanation of how information passes through the Internet:

Information traveling over the Internet may even be harder to permanently delete. When information is sent over the Internet, several potential locations may create and store a copy of the information. For example, when an e-mail is sent from a staff account, it is first processed at one of the JCPL servers. Then it is sent out to NWIIS (a local Internet Service Provider (ISP)) to be delivered. NWIIS determines the best route for the e-mail to travel to reach its final destination. Depending on the distance of the destination from NWIIS, the e-mail could potentially travel through 15 other e-mail servers/routers before it reaches its final destination. Each of these e-mail servers/routers may make a copy of the e-mail message, and, potentially, be accessed by someone with a search warrant.

Discussion of information that can be accessed on a computer:

In addition to e-mails and documents (Word, Excel, PowerPoint, etc...), other information may be saved to the hard disk: a history of Internet sites visited and the images that are viewed (as well as cookie files), online purchasing information, telnet session data, ftp information, web publishing...anything that is routed through the Internet (this information can be used in conjunction with our Internet sign-up sheets to determine who was using a computer when this information was created and stored on the computer).

Also stored to the hard disk are: Internet searches for information and people (i.e. Google), instant message logs (i.e. ICQ, AOL Instant Messenger), staff e-mail logs (contains information about the e-mail, but does not contain the body of the message), .chk files

(these are files that are created when the computer crashes...parts of files that were open when the computer crashed are stored in files named 'FILEXXX.chk' - where 'XXX' is a sequential number beginning at '000'), temporary files created when software applications are opened (sometimes they mistakenly remain after closing the application), and registry information (personal identifiable information is sometimes stored in the registry).

Considerations for protecting patron/staff electronic privacy:

Hard drives are not the only place where information can be found. Other storage media need to be considered when looking at privacy of electronic information: backup tapes, floppy disks, zip disks, and CD-ROMs.

Data Recovery:

Any mainstream software recovery tool can restore information if it hasn't been overwritten or thoroughly erased.

There are several software programs available for purchase that claim they shred all evidence of deleted information (that can't be detected by the above mentioned mainstream software recovery tools). However, I'm not sure if these programs shred the information beyond recognition by government recovery means (i.e. magnetic force microscopy (MFM) and scanning tunneling microscopy (SLM)).

Actions that may be taken to better protect patron/staff electronic privacy:

Hard drives:

- Delete cookies, history, temporary internet files, temporary files, .chk files upon computer bootup.
- Turn off PC each night to erase RAM from the computer as well as allow for above files to be deleted when turned back on.
- We don't allow staff or patrons to use instant messaging, so there is no need to delete IM log files.
- Purchase and install file shredding software on each PC.

Servers:

There is nothing we can do about Internet information that is stored on servers not owned by us (i.e. NWIIS servers and all in between us and destination Internet computer).

Periodically delete staff e-mail logs from servers...these logs contain the following information:

- E-mail sent from/to JCPL: date/time,to/from addresses,size
- Connections from home: date/time,staff name,connection ip address,number of messages retrieved,bytes retrieved
- E-mail sent to JCPL: connection ip address, connection server name, date/time, from/to addresses,number of lines,bytes retrieved

Files deleted on the servers are not gone until I run a process to purge the files on each server. Even then, I am pretty sure that the data could still be accessible by sophisticated recovery means.

Backup tapes:

At times, we have extra backup tapes in storage that are not currently being used to backup data. However, they may still have data on them (for various reasons: one being that we had to send a tape of our patron data to TLC, and they returned it with the data remaining on it). I can research how to reformat tapes in storage; however, I am pretty sure that the data could still be accessible by sophisticated recovery means.

Also, for each of our branch Novell file servers (we have 3), we do a daily backup that is overwritten each week. However, we rotate between 5 Friday backup tapes so that we can go back up to 4 or 5 weeks to retrieve data.

On our Novell web server and TLC data and web servers, we do a daily backup that is overwritten each week and rotate between 2 Friday tapes for each server so that we can go back up to 2 weeks to retrieve data.

Floppy Disks:

Floppy Disks with sensitive information on them can be physically destroyed to protect data.

Zip Disks and CD-ROMS:

We don't currently store information on Zip Disks or CD-ROMS, so staff/patron privacy is unaffected.

Future Considerations:

Although we don't currently have it installed, Wireless Local Area Network technology presents another privacy issue. Depending on the wireless protocol used and the proximity of the wireless units to the walls of our libraries, drive-by hackers could view the information that is being transmitted on the wireless LAN. We would, however, protect our staff network and patron online catalog from outside viewing by separating our wired network from our wireless network.

A tongue-in-cheek proposal for notifying patrons

LJ NEWS

tion of Law Libraries, and Association of Research Libraries, among other groups.—Norman Oder □

Citywide Book Clubs Innovate

Nashville features a book a month; Philadelphia will recycle copies

Nashville and Philadelphia are the two newest cities to jump on the citywide book club bandwagon, both with a twist. The Nashville Public Library's effort will feature one book per month. Titles in the "Big, Big Book Club" will be chosen by celebrities, e.g., Mayor Bill Purcell chose Willie Morris's *My Dog Skip* and county music legend Brenda Lee selected Shel Silverstein's *The Giving Tree*. City newspaper *The Tennessean* is devoting a two-page spread for each selection on the first Sunday issue of each month and will host a reader's forum on its web site (www.tennessean.com). The library also is holding discussion groups at six branches.

Philadelphia is launching its "One Book, One Philadelphia" club with city native Lorene Cary's novel *The Price of a Child*, which is a historical story set in the City of Brotherly Love. The Free Library of Philadelphia is being joined by more than 100 other facilities to host book discussions and readings by Cary. The festivities also include reenactments of scenes from the book as well as walking tours to locations mentioned in its contents. A nice extra to Philadelphia's effort is a recycling program that will allow readers to deposit their used copies in bins at 117 Kite Aid drugstores for distribution to future readers.—Michael Rogers □

Major Publishers Sign EBSCO Deal

Number of participants still unknown; divine now off NASDAQ

The American Institute of Physics, an umbrella organization of scientific societies, including numerous scientific journal publishers, and Elsevier, one of the leading global STM publishers, announced they have an agreement with EBSCO that commits them to continuing subscriptions to libraries affected by the financial collapse of RoweCom.

The announcements came not long

we have been visited by the FBI
they requested your reading lists
now do you feel much more secure?

We're Sorry!
Due to National Security concerns, we are unable to tell you if your Internet surfing habits, passwords and email content are being monitored by federal agents; please act appropriately.

The FBI has not been here
(switch very closely for the removal of this sign)

Organizations Who Have Not Stopped By This Week

1. Red Cross
2. Boy Scouts
3. United Way
- ~~4. FBI~~
5. Rotary Club

PATRIOTIC PROTEST:

A few libraries, like the Santa Cruz PL, CA, have begun posting signs (top right) on their web sites and facilities to warn people about the USA PATRIOT Act. At the web site librarian.net, Jesamyn West proposes "five technically legal signs for your library" which we reproduce here with her permission

Warning

Although the Santa Cruz Library makes every effort to protect your privacy, under the federal USA PATRIOT ACT (Public Law 107-56), records of the books and other materials you borrow from this library may be obtained by federal agents. That federal law prohibits library workers from informing you if federal agents have obtained records about you. Questions about policy should be directed to Attorney General John Ashcroft, Department of Justice, Washington D.C. 20530.

In response the Library Joint Powers Board passed the following Resolution on the USA Patriot Act.

Q. How can you tell when the FBI has been in your library?

A. You can't.

the PATRIOT Act makes it illegal for us to tell you if our computers are monitored; be aware!

a deal to acquire the U.S. operations of RoweCom (see News, LJ 4/1/03, p. 17ff.). Still, EBSCO officials were unable to provide a full list of participating publishers.

According to Elsevier's announcement, "Given inaccuracies in the 2003 subscription orders received from RoweCom, Elsevier sales and marketing and customer service representatives are hopeful that direct contact with customers will lead to complete order and subscription information."

Also signing on was Reed Business Information (RBI), parent of *Library Journal*, *Publishers Weekly*, and *School Library Journal*, among others. (LJ, PW, and SLJ previously pledged to fulfill subscriptions.) RBI along with Elsevier, is owned by Reed Elsevier. The American Library Association (ALA) has also signed the agreement involving its publications.

divine delisted

RoweCom's parent company, the bankrupt divine, inc., has been officially delisted by NASDAQ, a decision

test. The delisting is a result of concerns about divine's Chapter 11 bankruptcy filing, the company's inability to continue to meet the listing requirements of the NASDAQ Stock Market, and its failure to pay its 2003 annual listing fees and certain fees incurred for listing additional shares in 2002.

According to the *Chicago Sun-Times*, divine stock was trading around 35¢ per share at the time of its delisting. Just a year ago, the company traded as high as \$18.75 per share. divine went public in 2000, with an initial offering price of \$25 per share.

Meanwhile, in a statement, divine officials said they were confident that a grand jury would clear the company of any wrongdoing in the RoweCom fiasco.—Andrew Albanese □

Database Access from MS Office

Word, Excel to provide content from Gale, Factiva, Alacritudes

Librarians take note: proprietary data-

USA Patriot Act - A Warning From Your Library

Warning

Although the Santa Cruz Library makes every effort to protect your privacy, under the federal **USA PATRIOT ACT (Public Law 107-56)**, records of the books and other materials you borrow from this library may be obtained by federal agents. That federal law prohibits library workers from informing you if federal agents have obtained records about you.

Questions about policy should be directed to:
Attorney General John Ashcroft,
Department of Justice,
Washington D.C. 20530.

In response the Library Joint Powers Board passed the following [Resolution on the USA Patriot Act](#).

[Santa Cruz Public Libraries' Home](#)

webmaster@santacruzpl.org

NATION/WORLD

Sale of data questioned

■ United States buys information on millions of Latin Americans.

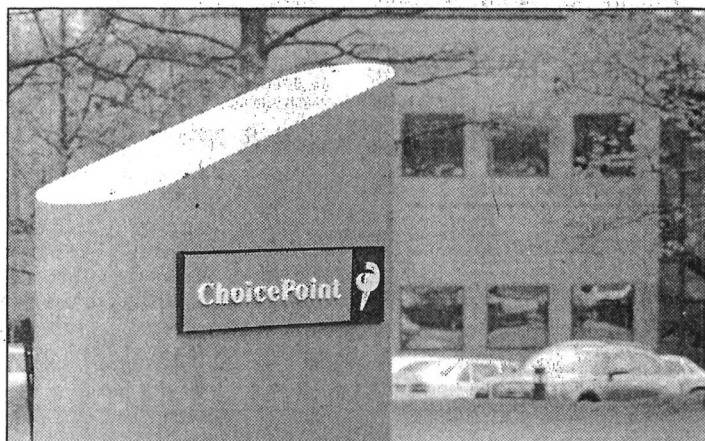
The Associated Press

Over the past 18 months, the U.S. government has bought access to data on hundreds of millions of residents of 10 Latin American countries — apparently without their consent or knowledge — allowing myriad federal agencies to track foreigners entering and living in the United States.

A suburban Atlanta company, ChoicePoint Inc., collects the information abroad and sells it to U.S. government officials in three dozen agencies, including federal immigration investigators who've used it to arrest illegal immigrants.

The practice broadens a trend that has an information-hungry U.S. government increasingly buying personal data on Americans and foreigners alike from commercial vendors including ChoicePoint and LexisNexis.

U.S. officials consider the foreign data a thread in a secu-



ASSOCIATED PRESS PHOTO

The corporate headquarters for ChoicePoint, are in Alpharetta, Ga.

rity blanket that lets law enforcers and the travel industry peer into the backgrounds of people flowing into the United States. The information can also be used with other data-mining tools to identify potential terrorists, or simply unmask fake identity documents, company and government officials say.

"Our whole purpose in life is to sell data to make the world a safer place," said ChoicePoint's chief marketing officer, James Lee. "There is physical

danger in not knowing who someone is."

Privacy experts in Latin America question whether the sales of national citizen registries have been legal. They say government data are often sold clandestinely by individual government employees.

ChoicePoint appears to be the largest — perhaps the only — vendor of foreigners' personal details, selling entire national identity databases from Latin America since 2001.

Commercial data new security tool

The Associated press

NEW YORK — For years now, Americans who happen to use a credit card or order a magazine have left a financial identity trail that has been catalogued by database companies like ChoicePoint Inc., then resold to the U.S. government.

Federal and state governments pay about \$50 million a year to comb through ChoicePoint's databanks.

The company compiles and sells personal information on U.S. residents, such as motor vehicle and credit records, car and boat registrations, liens and deed transfers and military records.

The files can be used by the FBI, U.S. Marshals Service or Internal Revenue

or piece together clues to a person's potential for terrorism.

Privacy experts are dismayed by the U.S. government's use of such commercial data. They say it circumvents the spirit of the 1974 Privacy Act, which prohibits routine data collection on ordinary Americans.

After the Sept. 11 debacle, law enforcers and government agencies clamored for data from

commercial data merchants, although problems with accuracy have dogged Choicepoint.

In the most famous case, a ChoicePoint subsidiary mistakenly flagged hundreds of eligible voters for removal from Florida's voter rolls in 2000. The voters were unable to cast ballots in the presidential election that brought George W. Bush into the White House.

Resolution to Exercise Option To Purchase Real Estate

Be it resolved,

That the Jasper County Public Library Board authorizes Lynn Daugherty, Director of the Jasper County Public Library, to execute all documents necessary to close the real estate transaction in order to purchase the real estate described in Exhibit A attached to this resolution.

Presented to the Jasper County Public Library Board, read in full and adopted this 12th Day of May, 2003, by the following aye and nay vote.

AYE

NAY

Timothy M. Scheltz
Shirley J. Ayers
Marillanne Sayler
Susan Deardorff
M. A. Fleming III
Deanne Marie Coan
Jean A. Floyd

ATTEST:

Jean A. Floyd
Secretary, Library Board

Exhibit A

Description of Real Estate

A part of the Southwest Quarter of Section 25, Township 32 North, Range 6 West, Wheatfield Township, Jasper County, Indiana, described as follows:

Commencing at a 1" iron rod located at the Southeast corner of said Southwest Quarter; thence North 0 degrees 16' 03" West along the East line of said quarter section a distance of 470.08 feet to a Mag nail at the point of beginning of this description; thence North 89 degrees 05' 58" West 360.00 feet to a 5/8" iron rod; thence North 0 degrees 16' 03" West 484.00 feet to a 5/8" iron rod on the South line of the Warren Paul Roberts and Barbara Lou Roberts parcel (recorded in Deed Record 193, Page 408, Office of the Jasper County Recorder); thence South 89 degrees 05' 58" East 360.00 feet to a Mag nail at the Southeast corner of said Roberts parcel, on the East line of said quarter section; thence South 0 degrees 16' 03" East 484.00 feet to the point of beginning of this description, containing 3.999 acres, subject to all easements, rights-of-way and restrictions of record.

JCPL FINANCIAL STATEMENT

April 30, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$145,676.05	\$487,384.02	\$4,285.80	\$18,324.08	\$294,017.09
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$26.00	\$26.00	\$0.00	\$26.00	\$0.00
Gift Fund	\$2,082.31	\$439.91	\$1,396.98	\$616.46	\$2,878.15	\$3,563.48
DeMotte	\$521.64	\$296.46	\$441.54	\$296.46	\$504.04	\$584.14
Rensselaer	\$1,450.63	\$96.49	\$712.11	\$320.00	\$2,075.15	\$2,813.67
Wheatfield	\$110.04	\$46.96	\$243.33	\$0.00	\$298.96	\$165.67
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$83.03	\$294.16	\$93,631.87
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$0.00	\$0.00	\$0.00	\$60,181.32
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$4,814.63	\$14,514.63	\$472.95	\$1,987.48	\$368,583.84
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$505.00	\$505.00	\$550.00	\$980.00	\$475.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,477.36	\$21,539.61	\$5,477.36	\$21,539.61	\$0.00
FICA Tax Collected	\$0.00	\$4,864.44	\$19,133.47	\$4,864.44	\$19,133.47	\$0.00
State Tax Collected	\$1,928.96	\$2,046.45	\$8,266.37	\$2,176.81	\$8,514.22	\$2,176.81
County Tax Collected	\$535.57	\$544.66	\$2,242.11	\$581.63	\$2,288.17	\$581.63
Deferred Comp.	\$0.00	\$4,376.34	\$17,429.58	\$4,376.34	\$17,429.58	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.49	\$15,535.76	\$4,022.50	\$15,535.80	\$0.04
Employee Health/Life Insur.	\$0.00	\$17.80	\$76.20	\$17.80	\$76.20	\$0.00
Employee P.E.R.F.	\$6,593.63	\$6,835.09	\$13,428.72	\$2,282.11	\$9,017.20	\$2,182.11
Credit Union	\$0.00	\$800.00	\$2,650.00	\$800.00	\$2,650.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$180,446.22	\$604,128.45	\$30,607.23	\$120,674.12	\$825,603.19

Bank Balances
Jasper County Public Library
Report as of: 4/30/2003

<i>Bank</i>		
1	Peoples State Bank	\$720,362.31
2	Demotte State Bank	\$11,399.01
3	Lafayette Bank & Trust-LIRF	\$93,631.87
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$825,603.19</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 4/1/2003 To 4/30/2003

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$16,713.71	\$33,622.29	33.2
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$59,832.84	\$235,628.29	\$484,720.71	32.7
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,580.86	\$13,298.76	\$33,141.24	28.6
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,864.44	\$19,133.47	\$40,898.53	31.9
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$2,269.14	\$2,316.32	(\$966.32)	171.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$8,693.29	\$17,927.28	\$16,727.72	51.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,074.11	\$15,744.46	\$30,324.54	34.2
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$87.69	\$312.31	21.9
Subtotal	\$959,631.00		\$959,631.00	\$87,509.36	\$320,849.98	\$638,781.02	33.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$211.46	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$570.07	\$3,324.95	\$5,075.05	39.6
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$381.71	\$1,676.91	\$2,323.09	41.9
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$390.30	\$1,191.91	\$2,308.09	34.1
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$724.20	\$475.80	60.4
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$27.36	\$372.64	6.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$1,790.12	\$5,325.60	\$7,309.59	42.1
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$51.06	\$66.66	\$83.34	44.4
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$3,394.72	\$13,165.99	\$18,319.20	41.8
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$573.71	\$1,144.49	\$4,855.51	19.1
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$241.87	\$1,700.80	\$5,299.20	24.3
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$81.24	\$1,201.95	\$3,918.25	23.5
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$704.08	\$1,913.86	\$5,086.14	27.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$1,231.31	\$2,936.09	\$5,063.91	36.7
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$346.52	\$490.63	\$3,009.37	14.0
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$172.20	\$2,261.50	\$9,588.50	19.1
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$371.20	\$471.20	\$1,328.80	26.2
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$150.00	\$360.40	\$189.60	65.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$9,269.25	\$26,205.75	26.1
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$2,115.33	\$14,425.76	\$12,574.24	53.4
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$4,574.19	\$12,318.19	\$30,681.81	28.6
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$109.35	\$311.65	\$688.35	31.2
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$246.75	\$877.15	\$1,522.85	36.5
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$1,995.14	\$14,001.15	\$42,023.85	25.0
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$23.44	\$43.18	\$1,956.82	2.2
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$137.80	\$112.20	55.1
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,639.55	\$95.45	94.5
3.93 TAXES & ASSESSMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.94 TRANSFER TO LIRF	\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$180,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$6,292.31	\$11,532.91	\$41,181.09	21.9
Subtotal	\$455,969.00	\$120.20	\$456,089.20	\$19,238.59	\$77,494.32	\$378,594.88	17.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	(\$500.00)	0.0
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$5,248.67	\$5,543.66	\$9,422.06	37.0
4.51 BOOKS	\$131,945.00	\$0.00	\$131,945.00	\$14,029.81	\$32,936.81	\$99,008.19	25.0
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$14,117.20	\$15,510.19	\$6,489.81	70.5
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$2,137.70	\$21,383.07	\$40,816.93	34.4
Subtotal	\$227,434.00	\$3,676.72	\$231,110.72	\$35,533.38	\$75,873.73	\$155,236.99	32.8
Grand Total	\$1,674,434.00	\$3,882.11	\$1,678,316.11	\$145,676.05	\$487,384.02	\$1,190,932.09	29.0

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2003	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,676.72	Encumbered from 2002 per Bd. Approval 12/30/02.
3/10/2003	100 OPERATING FUND	3.22 POSTAGE	\$52.61	UPS charges reimbursed on A/R #72, #81 & #86
4/14/2003	100 OPERATING FUND	3.22 POSTAGE	\$67.59	UPS charges reimbursed on A/R #61 & #62

Voucher List
Jasper County Public Library

Report Date: From 4/1/2003 To 4/30/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	255	PAYROLL	4/10/2003	PAYROLL	\$34,011.05
21824	256	ANTHEM BLUE CROSS AND B	4/10/2003	Health Insurance Premium April '03	\$7,932.60
21825	257	ING	4/10/2003	Deferred Comp. Withheld from Payroll 10 Apr '03	\$2,188.17
21826	258	LA-PORTER FEDERAL CREDIT	4/10/2003	Direct Deposit Withheld from Payroll 10 Apr '03	\$400.00
21827	259	OOMS BROS. DISPOSAL SERV	4/10/2003	Trash Disposal 4/1/03 - 6/30/03;D	\$60.05
21828	260	SPRINT	4/10/2003	Rensselaer Pay Phone-April '03	\$51.18
21829	261	TOWN OF DEMOTTE	4/10/2003	FEB '03 Sewer Service-Demotte	\$62.70
21830	262	TOWN OF WHEATFIELD SEW	4/10/2003	Wheatfield Sewer Service-Apr '03	\$41.05
21831	263	PLATINUM PLUS FOR BUSINE	4/10/2003	Panasonic Phone Battery, eBay seller fee's, Washington D.C. CIL Expenses;Maxwell,Evers	\$829.02
0	264	INTERNAL REVENUE SERVICE	4/11/2003	FICA & FED Tax Withheld 10 Apr '03	\$7,653.09
0	265	INDIANA DEPARTMENT OF RE	4/18/2003	State & Local Tax Withheld MAR '03	\$2,591.11
21832	266	ACE HARDWARE	4/14/2003	The Works Toilet Cleaner	\$13.74
21833	267	AUDIO EDITIONS	4/14/2003	Audiobooks	\$189.70
21834	268	BAKER & TAYLOR ENTERTAIN	4/14/2003	AV Materials	\$155.41
21835	269	BAKER & TAYLOR	4/14/2003	Books, Continuations, Gift Books, AV Materials	\$8,673.82
21836	270	BBC AUDIOBOOKS AMERICA	4/14/2003	Audiobooks	\$42.25
21837	271	BETTER CONTAINERS MFG. C	4/14/2003	Library bags	\$365.97
21838	272	BOILER & PRESSURE VESSEL	4/14/2003	Boiler Inspection-Ren	\$24.00
21839	273	BOOKS ON TAPE, INC.	4/14/2003	Audiobooks	\$112.50
21840	274	BOWKER	4/14/2003	Continuation-Books in Print Supplement	\$405.27
21841	275	CAMPBELL PRINTING COMPA	4/14/2003	Business Cards;Daugherty, Kooy, Stringfellow & Envelopes-D	\$211.46
21842	276	CHARLOTTE FAGEN	4/14/2003	Summer Reading Prizes, Children's Program Supplies;R, D & W,Counterparts Expense	\$197.10
21843	277	CULLIGAN	4/14/2003	Water & Cooler Rental APR '03	\$59.45
21844	278	DAVIDSON TITLES INC.	4/14/2003	Books & Gift books	\$4,052.67
21845	279	DELL MARKETING L.P.	4/14/2003	Pentium Lap Top	\$1,334.63
21846	280	DEMCO	4/14/2003	Labels, Book Jackets, Sign Holders, Letters, File Cases	\$218.23
21847	281	DIANA KOOY	4/14/2003	Mileage-deposit's, Employment Law Wrkshp	\$39.60
21848	282	DIANE KROS	4/14/2003	Mileage-Management, Deposit's, Counterparts	\$39.96
21849	283	FASE'S WATER TREATMENT	4/14/2003	Red-Out for softener-Demotte	\$184.50
21850	284	GAIL JUNG	4/14/2003	Mileage-Mgmt, Financial Counterparts & Expense	\$73.57
21851	285	GARNER ROOFING, INC	4/14/2003	Snow Removal;2/10, 11, 15, 24, 3/1 & 3/5/2003	\$300.00
21852	286	GLENDA BROWN	4/14/2003	Genealogy Workshop Expense	\$5.75
21853	287	HANSEN & ASSOCIATES	4/14/2003	Magnets	\$296.46
21854	288	HERITAGE OFFICE PRODUCT	4/14/2003	UPS Charges & Labels	\$19.79
21855	289	HIGHSMITH CO. INC.	4/14/2003	Bookmarks	\$17.75
21856	290	HP PRODUCTS CORP.	4/14/2003	T.P. & Roll Paper Towels	\$344.17
21857	291	HRS USA	4/14/2003	DVD's, CD's & Video Rewinder	\$176.93
21858	292	ICC	4/14/2003	Books	\$948.54
21859	293	INCOLSA	4/14/2003	2003 Inspire Database Pledge, Annaul Wheels Courier Service, Marc format Workshop-Molenaar	\$1,229.06
21860	294	INDIANA DEPT.OF WORKFOR	4/14/2003	Qtly Payment Unemployment Compensation	\$2,269.14
21861	295	INDIANA STATE LIBRARY	4/14/2003	PLAC Card Sale- 1st Qtr 2003	\$26.00
21862	296	INDIANA ONLINE USERS GRO	4/14/2003	IOLUG Annual Mtg., 5/16/03, Stringfellow	\$45.00
21863	297	INGRAM	4/14/2003	Paperbacks	\$153.07
21864	298	INSPIRATIONAL DISTRIBUTOR	4/14/2003	Christian Books	\$121.67
21865	299	JAMES D. LOWER	4/14/2003	Snow Removal-W/h. Lib. (3/3 & 3/5/03)	\$50.00
21866	300	JEAN KALUF	4/14/2003	School Visits	\$21.60

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21867	301	JENNIFER L. EVERS	4/14/2003	Mileage-airport, taxi, parking (CIL), meetings	\$131.70
21868	302	JOSEPH WHITE	4/14/2003	Balloon Program-4/8/03 @ Rens. Lib.	\$50.00
21869	303	KANKAKEE VALLEY HIGH SCH	4/14/2003	KVHS Yearbooks-2002 & 2003	\$72.00
21870	304	KANKAKEE VALLEY POST NE	4/14/2003	Subscription 4/29/03-04, Renss. Lib.	\$43.00
21871	305	KATHRYN WEED	4/14/2003	Mileage-Reference Counterparts Mtg.	\$59.76
21872	306	KEVIN GIBSON	4/14/2003	General Mtnc-replaced ceiling tiles, added shelves, changed light bulbs, etc.	\$42.50
21873	307	KONE, INC.	4/14/2003	Qtly Mtnc Agreement-Elevator	\$370.80
21874	308	JASPER FOUNDATION, INC.	4/14/2003	Lily Endowment Scholarship Dinner, 4/25/03-Daugherty	\$13.50
21875	309	LAFAYETTE OFFICE MACHINE	4/14/2003	Minolta Di351 Copier-Rensselaer Library; Annual Service Contract	\$6,109.76
21876	310	LINDA THOMPSON	4/14/2003	Mileage & Ref. Counterparts Mtg. Expense	\$13.32
21877	311	LISA DAVIS	4/14/2003	Nat'l Lib. Week prizes, Mileage-Mktg. Mtg.	\$11.67
21878	312	MARLENE BEEDLE	4/14/2003	Mileage-HIS Genealogy Wkshp, Copier Demo Shopping trip	\$139.44
21879	313	MASON CREST PUBLISHERS	4/14/2003	Books	\$127.64
21880	314	McCORMICK-METSKER AGEN	4/14/2003	Consulting fee-Insurance Proposals 2003	\$400.00
21881	315	MIDWAY ELECTRONICS, INC.	4/14/2003	UPS Postage-Ebay sales (Klein & Arp)	\$67.59
21882	316	MIDWEST TAPE	4/14/2003	VHS	\$29.99
21883	317	NORTHSTAR AUDIOBOOKS, I	4/14/2003	Replacement Tape	\$5.00
21884	318	ON BEHALF OF INNOCENTS	4/14/2003	Book	\$30.35
21885	319	OVGTSL	4/14/2003	OVGTSL Annual Mtg. 5/15/03-Woods, Ever	\$170.00
21886	320	PAM BLISS	4/14/2003	Comics & Cartooning Program @ Rens. Lib., 3/31/03	\$25.00
21887	321	PATRICK R. OATIS	4/14/2003	Sign Language Programs-Wh. Lib (3/31-5/12/03; Rens. Lib. (4/9-5/14/03)	\$505.00
21888	322	PATTY STRINGFELLOW	4/14/2003	Mileage: FOL Mtg, Copier Shopping, Wh. Bldg. Proj. Mtg, Learning Network Mtg., etc.	\$89.14
21889	323	PRECISION CONTROL SYSTE	4/14/2003	Prev. Mtnc (July'02-Mar'03); Pump, VAV, Repairs-Valve Actuator, Air Handler, VAV Box Controller	\$4,608.64
21890	324	PUBLIC EMPLOYEES' RETIRE	4/14/2003	1st Qtr Pymt-Employee Retirement Plan	\$15,528.38
21891	325	QUILL	4/14/2003	Inkjet Cartridges, Envelopes, pencils, file folders, copy paper, Index Cards, Report Covers, etc.	\$563.93
21892	326	RACHAEL CAVINDER	4/14/2003	Mileage-Children Counterparts Mtg.	\$21.96
21893	327	REBECCA GIBSON	4/14/2003	Mileage & Expenses: Copier Shopping, Mgmt Mtg., Workshop	\$83.06
21894	328	RECORDED BOOKS, LLC	4/14/2003	Book on CD & Audiotape book	\$128.80
21895	329	RENSSELAER REPUBLICAN	4/14/2003	2 Legal Ads each -CPF (KV Post & R.R.)	\$371.20
21896	330	RHODE ISLAND NOVELTY	4/14/2003	Mini-Crayon sets-Marketing	\$37.55
21897	331	RUSS' PRINT SHOP	4/14/2003	Notepads-Marketing Advertising	\$150.00
21898	332	RUSSELL R. SESSIONS	4/14/2003	Snow Removal-DeMotte Lib. (3/3 & 3/05/03)	\$235.00
21899	333	S & S WORLDWIDE, INC	4/14/2003	Paper Mache Frames-Lib. Program Supply-Wh. Lib.	\$30.90
21900	334	SECURITY COURIERS CORP.	4/14/2003	Transport Service, 2/28-3/28/03	\$1,336.47
21901	335	SHEILA MAXWELL	4/14/2003	CIL Expenses, taxi	\$20.54
21902	336	SHOWCASES	4/14/2003	Single CD Case holders	\$169.56
21903	337	T. J. CUSTOM SERVICES	4/14/2003	Snow Removal Parking Lot @ Wh. Lib. (2/17 & 2/22/03)	\$80.00
21904	338	TROYER GROUP, INC.	4/14/2003	Professional Architect Services	\$3,574.00
21905	339	ULINE	4/14/2003	Trash Bags	\$202.93
21906	340	UNIQUE MANAGEMENT SERVI	4/14/2003	Collections-Feb & March Initial & Secondary Placements	\$340.04
21907	341	VIDEO STORE SHOPPER	4/14/2003	DVD Cases-full sleeve-Dem. Collection	\$113.00
21908	342	WAL-MART COMMUNITY BRC	4/14/2003	Craft & Ch. Prog. Supply, DVD's, Clorox Wipes, shelving, screwdriver set.	\$374.92
21909	343	LANDMARK AUDIOBOOKS	4/14/2003	Annual Lease Contract-Books on CD-DeM. Lib.	\$384.00
21910	344	EVA CORPORATION	4/14/2003	Annual Magazine Renewal-2003/04	\$13,938.74
0	345	PAYROLL	4/25/2003	PAYROLL	\$33,597.33
21911	346	AFLAC	4/25/2003	Supplemental Insurance-May premium	\$106.80

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21912	347	ANTHEM LIFE	4/25/2003	Withheld from Payroll-Life Insurance Premium-May'03 - 20 employees	\$75.00
21913	348	CITY OF RENSSELAER	4/25/2003	Rens. Utilities-3/11-4/9/03	\$2,252.99
21914	349	ING	4/25/2003	Withheld from 4/25/03 Payroll-Deferred Comp Plan-11 participants	\$2,188.17
21915	350	INDIANA ONLINE USERS GRO	4/25/2003	IOLUG Spring Mtg.-Weed, 5/16/03	\$45.00
0	351	INTERNAL REVENUE SERVICE	4/28/2003	Withheld from 15 APR 03 Payroll, FICA & FED Taxes	\$7,553.15
21916	352	LA-PORTER FEDERAL CREDIT	4/25/2003	Withheld from 4/25/03 Payroll-Davis, Stringfellow, Jung	\$400.00
21917	353	Midwaynet.net	4/25/2003	Wireless Connection-May'03 (DeM-Rens.)	\$172.20
21918	354	LAKE COUNTY PUBLIC LIBRAR	4/25/2003	NILBA Dinner, 4/30/03 - A-M Egan, L. Daugherty	\$42.00
21919	355	NIPSCO	4/25/2003	Utilities - Wh. Lib (3/12-4/9/03); DeM. Lib. (3/18-4/16/03)	\$4,579.33
21920	356	SPRINT	4/25/2003	Telephone-Local (Wh. Lib.)- April '03	\$138.94
21921	357	SPRINT	4/25/2003	Long Distance Service-3/8-4/7/03-Dem. & Wh. Lib.	\$51.75
21922	358	THE TIMES-	4/25/2003	WestLake Ed., Annual Rens. Newspaper Subscription - May'03	\$204.00
Total Amount of Claims					\$180,446.22

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, April 30, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

I have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$180,446.22

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

April 30, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,811.10	\$11,150.84
DeMotte	\$953.67	\$4,223.25		
Rensselaer	\$1,239.99	\$4,615.98		
Wheatfield	\$617.44	\$2,311.61		
PHOTOCOPIES:			\$799.90	\$2,600.05
DeMotte	\$306.85	\$1,086.80		
Rensselaer	\$362.65	\$1,147.65		
Wheatfield	\$130.40	\$365.60		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$674.80	\$3,964.68
Checking/Repurchase/Savings	\$674.80	\$3,964.68		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$0.00		
Local Option/Property Tax Repl.	\$0.00	\$0.00		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$0.00	\$554.51
Insurance	\$0.00	\$0.00		
Rebates/Refund	\$0.00	\$83.58		
Postage	\$0.00	\$120.50		
Reimbursements,PFEEF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$0.00	\$0.00		
Telephone refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$4,285.80	\$18,324.08
PLAC FUND:			\$0.00	\$26.00
GIFT FUNDS:			\$616.46	\$2,878.15
DeMotte	\$296.46	\$504.04		
Rensselaer	\$320.00	\$2,075.15		
Wheatfield	\$0.00	\$298.96		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$83.03	\$294.16
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$472.95	\$1,987.48
Interest Earned	\$472.95	\$1,987.48		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
FOOD/HOSPITALITY FUND:			\$550.00	\$980.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$6,008.24	\$24,489.87

WITHHOLDING ACCOUNT FUNDS:

			\$24,598.99	\$96,184.25
FIT Tax Collected	\$5,477.36	\$21,539.61		
FICA Collected	\$4,864.44	\$19,133.47		
State Tax Collected	\$2,176.81	\$8,514.22		
County Tax Collected	\$581.63	\$2,288.17		
Deferred Comp Plan	\$4,376.34	\$17,429.58		
#125 Pre-tax Plan	\$4,022.50	\$15,535.80		
Life/Health Insurance	\$17.80	\$76.20		
PERF	\$2,282.11	\$9,017.20		
Credit Union	\$800.00	\$2,650.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$30,607.23	\$120,674.12

Voucher List
Jasper County Public Library

Report Date: From 5/1/2003 To 5/12/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21923	359	ACE HARDWARE	5/12/2003	Toilet Seat replacement-DeM. Lib.	\$23.99
21924	360	ADVANCED IMAGING SOLUTI	5/12/2003	5622 Lanier Copier & Stand, Surge Protector, 1 yr. Maintenance Agreement-DeM. Lib.	\$4,988.00
21925	361	ALLDATA	5/12/2003	Database subscription (vehicle repairs)	\$1,500.00
21926	362	AMBER PULLINS	5/12/2003	ILF Expenses	\$7.04
21927	363	ANNE-MARIE EGAN	5/12/2003	Mileage-Wh. Public Mtg., ILF Conference	\$87.48
21928	364	AUSTIN BOOK SALES	5/12/2003	Opportunities in..books	\$71.18
21929	365	BAKER & TAYLOR	5/12/2003	Books, Continuations, Gift Books, Books-on-Tape, Non- Print, Lib. Supply	\$6,827.78
21930	366	BBC AUDIOBOOKS AMERICA	5/12/2003	Audiobook	\$17.98
21931	367	CAPSTONE PRESS	5/12/2003	Books	\$307.31
21932	368	CARESS GARTEN	5/12/2003	Author Series Program, 4/28/03-Rens. Lib.	\$25.00
21933	369	CHARLOTTE FAGEN	5/12/2003	Book, Mileage	\$48.26
21934	370	CHILD'S WORLD	5/12/2003	Children Books	\$390.64
21935	371	CULLIGAN	5/12/2003	MAY Water Cooler Rental-Wh. Lib.	\$9.95
21936	372	DAVID ZIESE	5/12/2003	Replace lavatory faucet cartridge-Men's Washroom (Rens.)	\$66.84
21937	373	DAVIDSON TITLES INC.	5/12/2003	Books	\$999.41
21938	374	DEMCO	5/12/2003	Norbond Adhesive, Bk Cleaner, Laminate, Titan Book ends	\$66.14
21939	375	DEMCO MEDIA	5/12/2003	Spanish Books	\$131.27
21940	376	DIANA KOOY	5/12/2003	Mileage-Counterparts Mtg., Database Committee Mtg., Bank Deposit, Mgmt Mtg. & Related Expenses	\$63.78
21941	377	FASE'S WATER TREATMENT	5/12/2003	Redout	\$61.50
21942	378	GAIL JUNG	5/12/2003	Mileage & Related Expenses=Budget Workshop, Excel Workshop,	\$166.76
21943	379	GALE GROUP	5/12/2003	Ency/Associations; Something about Author; Directory/Publ of Broadcast Media Update Books	\$298.15
21944	380	GATEWAY LEARNING CORPO	5/12/2003	Hooked on Phonics Book	\$30.00
21945	381	GAYLORD BROS.	5/12/2003	World Globe-Rens. Lib.	\$48.62
21946	382	HERITAGE OFFICE PRODUCT	5/12/2003	Copier Drum-1560 (DeM. Lib.)	\$117.94
21947	383	HOOVER'S, INC.	5/12/2003	Internet Database Subscription, 4/17/03-4/17/04	\$995.00
21948	384	INCOLSA	5/12/2003	Developing Digital Projects Workshop, 4/30/03, K. Weed	\$50.00
21949	385	INGRAM	5/12/2003	Paperbacks	\$61.48
21950	386	INSPIRATIONAL DISTRIBUTOR	5/12/2003	Christian Books	\$113.39
21951	387	JACKIE SAXON	5/12/2003	ILF Expenses	\$6.51
21952	388	JEAN KALUF	5/12/2003	Mileage-School Visits	\$11.52
21953	389	JILL TACHTIRIS	5/12/2003	ILF Mileage & Parking	\$87.52
21954	390	KEM'S TRUSTWORTHY HARD	5/12/2003	Concrete Mix & Hardware for outdoor bench base-Rens. Lib.	\$14.55
21955	391	LANDMARK AUDIOBOOKS	5/12/2003	Audiobooks, Replacement tapes	\$81.20
21956	392	LISA DAVIS	5/12/2003	ILF Mileage & Related Expenses	\$87.51
21957	393	LYNN DAUGHERTY	5/12/2003	ILF & Director's Mtg. Related Expenses	\$211.66
21958	394	MANUFACTURERS' NEWS, IN	5/12/2003	Indiana Manufacturer's News Directory	\$132.95
21959	395	MARIANNE SAYLER	5/12/2003	Mileage-Bd. Mtg @ Wh. Lib.	\$15.84
21960	396	MARSHALL CAVENDISH CORP	5/12/2003	Books	\$355.51
21961	397	NORTH AMERICAN ENTERPRI	5/12/2003	ZigZag/Slant Back DVD Shelf	\$109.06
21962	398	PATRICK R. OATIS	5/12/2003	Sign Language Programs-Wheat & Rens	\$505.00
21963	399	PATTY STRINGFELLOW	5/12/2003	Mileage & Expenses-Brd Mtg., Prog. Cntrpts & Budget Wrkshp	\$53.09
21964	400	POSTMASTER GENERAL	5/12/2003	Stamps: 2000-37; 60-\$1;100-60;100-23;100-45;200-5	\$938.00
21965	401	PRECISION CONTROL SYSTE	5/12/2003	Prev. Mtnc.;pump coupling, controller, valve body, linkage, valve actuator-Rens	\$766.49

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21966	402	PROQUEST INFORMATION & L	5/12/2003	KV Post News on Microfilm;1/1/00-12/31/02 Demotte	\$344.76
21967	403	QUILL	5/12/2003	Ink Cartridges,highlighters,screen cleaner,envelopes,scissors	\$709.40
21968	404	RECORDED BOOKS, LLC	5/12/2003	Audiobooks-Dem	\$264.80
21969	405	REGENT BOOK CO., INC.	5/12/2003	Continuations-BH & G Decorating,Traditional Home	\$43.61
21970	406	RELIABLE EXTERMINATORS, I	5/12/2003	Quarterly Maintenance-Rens	\$150.00
21971	407	POWERKIDS PRESS	5/12/2003	Books	\$259.32
21972	408	ROURKE PUBLISHING GROUP	5/12/2003	Books	\$245.30
21973	409	S & S WORLDWIDE, INC	5/12/2003	Children's Program Supplies-Paper Mache Frames;D	\$35.89
21974	410	SECURITY COURIERS CORP.	5/12/2003	Transport Service 4/4/03 - 5/2/03	\$1,049.52
21975	411	SHEILA MAXWELL	5/12/2003	Mileage & Expenses-NICCL & branches	\$213.05
21976	412	SILLY SAFARI SHOWS, INC.	5/12/2003	Summer Reading Program 6/10/03;Dem	\$250.00
21977	413	T. J. CUSTOM SERVICES	5/12/2003	Snow Removal 3/6/03	\$40.00
21978	414	TASTE OF HOME BOOKS	5/12/2003	2003 Annual Recipes-Rens	\$23.90
21979	415	THE LIBRARY CORPORATION	5/12/2003	Windows 2000 Licenses-10	\$90.00
21980	416	THE TIMES-	5/12/2003	Annual Subscription 6/03 - 6/04;Wheat	\$204.00
21981	417	TROYER GROUP, INC.	5/12/2003	Professional Architect Services MAR '03	\$6,098.00
21982	418	TYSEN'S COUNTRY GROCERY	5/12/2003	Adult Program Supplies-Dem	\$13.96
21983	419	VIKING OFFICE PRODUCTS	5/12/2003	Color Copy Paper	\$85.50
21984	420	WAL-MART COMMUNITY BRC	5/12/2003	Video's, DVD's, Pledge,Clorox wipes, Ext. cords, step stool	\$558.81
21985	421	WALL STREET JOURNAL	5/12/2003	2 year subscription,7/03 - 7/05;Wheat	\$319.00
21986	422	WORKER TRAINING FUND	5/12/2003	Worker Training Assessment 2003	\$242.31
21987	423	BROWN'S GARDEN & FLORAL	5/12/2003	4 Mowings-4/9, 4/16, 4/23, 4/30;Rens	\$500.00
Total Amount of Claims					\$32,692.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, May 06, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$32,692.43

Date this 12th day of May, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JUNE

AGENDA

Jasper County Public Library Board of Trustees Special Meeting
Monday, June 23, 2003 7:00 PM
Rensselaer Library

Opening of meeting

Moment of silence

Preliminary Determination Hearing

Presentation of information concerning the Wheatfield Library Building
Project

Comments from taxpayers

Board decision

Action

Adjournment

AGENDA

Jasper County Public Library Board Monthly Meeting Monday, June 9, 2003, 7:00 PM Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of April board meeting (R 1)
- B. Bills/Financial Reports (F)
- C. Workshop approval (R 13)
- D. Salary Ordinance (R 7)
- E. Policy review (R 9-R12)

General Business

- A. Wheatfield Building Project: Ed Dumas , Lonnie Therber Information
 - Architect contract (R 13) Action
 - Bond Counsel contract (R 13) Action
 - Attorney contract (R 13) Action
 - Notice of Preliminary Determination Hearing (R 13) Action
- B. Long Range Plan Progress Report (R 14) Information
- C. Information Technology Plan Progress Report (R 14) Information

Director's Report (R 13-R 15)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

**Jasper County Public Library Board of Trustees
Rensselaer Library**

**May 12, 2003
7:00 PM**

EXECUTIVE SESSION: The board met in closed session as advertised to discuss the Director's annual job performance evaluation.

The regular meeting was opened with a moment of silence at 7:15 PM.

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Patty Stringfellow, Gail Jung, Jen Evers. **Absent:** Joan Floyd

Consent Agenda & Consent Agenda Items: Item D, Workshop Approval for K. Mays to attend the Fred Pryor Self-discipline & Emotional Control Seminar for \$129 was added to the Consent Agenda. On a motion by M Heinig, seconded by M. Crawford, the minutes of the April Board Meeting, monthly bills and financial reports, transfer of funds, and workshop approval were approved. Motion was unanimous.

Patron Privacy Issues: Protecting patron privacy is a concern for the library especially now that the USA Patriot Act allows the FBI and federal law enforcement agencies to obtain search warrants and court-issued subpoenas with less compelling evidence of wrongdoing. Library staff investigated several ways to improve patron privacy. Some of these methods may, however, be a waste of money, considering the ability of new technology to retrieve information thought erased or removed. M. Crawford made a motion, seconded by A-M Egan, that the library make an effort to inform patrons that their use of the library may be subject to the scrutiny of federal investigators acting under provisions of the USA Patriot Act. Motion passed.

Architect Contract: Our attorney has reviewed the proposed contract and replied with a list of changes needed before a contract can be signed. The contract should be ready for final approval at the June Board Meeting.

Option to Purchase Resolution: M. Heinig moved, seconded by M. Crawford, to authorize the director to execute all documents necessary to close the real estate transaction for purchase of land as described in Exhibit A. Motion was unanimous.

CPF Council Approval: The library's CPF will be on the May 13th County Council's agenda at 7:30 PM. L. Daugherty and M. Crawford shall attend in support of the plan.

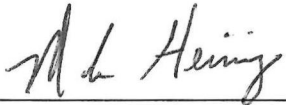
Wheatfield Land Maintenance: The board expressed their desire to eliminate any maintenance of the Wheatfield land after its purchase. M-A Saylor moved, seconded by M. Crawford, to give the director authority to deal with this issue so that the property doesn't become a maintenance problem or eyesore for the library. The director shall also contact our insurance agent to add land purchase to policy.

Financial Planning: The director and business manager will meet with our attorney, architect, bond counsel and financial consultant to discuss the steps necessary to obtain a bond. The first step is to determine the maximum amount needed and then advertise a preliminary intent to float a bond issue. The public would have 30 days to file complaint with the auditor. If there were more than 250 complaints, we would need to begin petition process.

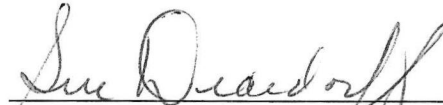
Rensselaer Library Volunteer Recognition Afternoon: The board recognized what a wonderful event the Volunteer Recognition Luncheon was and complimented and thanked Kathryn Weed for arranging for the highly interesting speaker and great food.

Future Agendas: Long-range Plan and Technology Plan review-June Meeting. Attorney and financial consultant to make presentation at June Board Mtg.

Adjournment: The board adjourned at 8:20 PM on a motion by M. Crawford, seconded by A-M Egan.



Mark Heinig, Secretary Pro-tem



Attest: Sue Deardorff, President

CIRCULATION BY HOLDINGS CODE
May 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	21			21
Award Winner JFIC (DAJFIC)	17			17
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	2			2
Award Winner YAFIC (DAYAF)	2			2
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	39	1	2	42
Books on CD (DBKCD)	63	3		66
Books on Tape (DBKT)	117	4	2	123
Compact Disc (DCD)	295	12	5	312
DVD	442		2	444
Equipment (DEQP)	8			8
See librarian (DERR)				0
Express Book (DEXP)	43			43
Fiction (DFIC)	1326	52	24	1402
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	340			340
Juv. Biography (DJBIO)	51	2	1	54
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	74			74
Juv. Compact Disc (DJCD)	34			34
Juvenile Easy (DJE)	1004		4	1008
Juv. Easy Reader (DJER)	416		19	435
Juv. Fiction (DJFIC)	245	8	1	254
Juv. Holiday books (DJHOL)	8			8
Juv. Magazine (DJMAG)	75			75
Juv. Music Cassette (DJMC)	11			11
Juv. Nonfiction (DJNF)	547	9	2	558
Juv. Nonfic Text Bk (DJNFTB)	8			8
Juv. Paperback fic (DJPBF)	359		2	361
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	82	2	1	85
Large Print Nonfic (DLPNF)	11			11
Magazine (DMAG)	666		30	696
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1161	38	21	1220
Nonfiction VHS (DNFVHS)	43	3	1	47
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	9	1		10
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)	5			5
Spanish Collection (DSPA)	12			12
Software (DSWAR)	207	2	1	210
Vertical File (DVF)	21			21
VHS	793	4	1	798
YA Biography (DYAB)	3			3
YA Books on CD (DYABKCD)	16	3		19
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	97	2		99
YA Nonfiction (DYANF)	38	4		42
YA Paperback Fic (DYAPBF)	129	1	1	131
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		5		5
Award Winner JFIC (RAJFIC)		1		1
Award Winner JNF (RAJNF)		1		1
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		3		3
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	2	53		55
Books on CD (RBKCD)	1	60	2	63
Books on Tape (RBKT)	3	153	4	160
Compact Disc (RCD)	4	348	8	360
DVD	1	787		788
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		112		112
Fiction (RFIC)	38	1263	13	1314
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		576		576
Juv. Biography (RJBIO)	6	27	1	34
Juv. Book on CD (RJBKCD)		2		2
Juv. Book on Tape (RJBKT)	1	48		49
Juv. Compact Disc (RJCD)		9	1	10
Juvenile Easy (RJE)	2	937	4	943
Juv. Easy Reader (RJER)	1	89		90
Juv. Fiction (RJFIC)	5	316	1	322
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		35		35
Juv. Music Cassette (RJMC)		6		6
Juv. Nonfiction (RJNF)	8	622	5	635
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	13	262	3	278
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	57		59
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)	2	392		394
Music Cassette (RMCAS)		4		4
Nonfiction (RNFC)	40	916	10	966

Nonfiction VHS (RNFVHS)		37		37
Professional Coll. (RPRO)	2			2
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		1		1
Parent Shelf Ref (PREF)		1		1
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		18		18
Software (RSWAR)		119		119
Vertical File (RVF)		6		6
VHS	6	1122	2	1130
YA Biography (RYAB)	1	5		6
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		13		13
YA Fiction (RYAF)	2	102		104
YA Nonfiction (RYANF)	1	74	1	76
YA Paperback Fic (RYAPBF)		103		103
Award Winner JBIO (WAJBIO)	1			1
Award Winner JE (WAJE)			3	3
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	4	5	16	25
Books on CD (WBKCD)	3	1	28	32
Books on Tape (WBKT)	2	1	54	57
Compact Disc (WCD)	6	11	157	174
DVD	1	2	238	241
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)				0
Fiction (WFIC)	34	37	584	655
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			149	149
Juv. Biography (WJBIO)			5	5
Juv. Book on CD (WJBKCD)		1	1	2
Juv. Book on Tape (WJBKT)			5	5
Juv. Compact Disc (WJCD)			2	2
Juvenile Easy (WJE)	6	2	364	372
Juv. Easy Reader (WJER)			57	57
Juv. Fiction (WJFIC)	1	3	117	121
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			26	26
Juv. Music Cassette (WJMC)		2	4	6
Juv. Nonfiction (WJNF)	11	5	217	233
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	9	1	97	107
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		1	9	10
Large Print Nonfic (WLPNF)			2	2
Magazine (WMAG)	10		166	176
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	13	28	371	412
Nonfiction VHS (WNFVHS)		1	19	20
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)		3		3
Spanish Collection (WSPA)			10	10
Software (WSWAR)			57	57
Vertical File (WVF)				0
VHS	5	2	412	419
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)	1		1	2
YA Fiction (WYAF)	5	3	35	43
YA Nonfiction (WYANF)		1	12	13
YA Paperback Fic (WYAPBF)	6	2	31	39
TOTAL	9104	8955	3425	21484

CIRCULATION BY HOLDINGS CODE

~~February 2002~~

May 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	2	0	3
Award Winner JE (AJE)	21	5	3	29
Award Winner JFIC (AJF)	17	1	1	19
Award Winner JNF (AJNF)	2	1	0	3
Award Winner JPFIC (AJPF)	2	1	0	3
Award Winner YAFIC (AYAF)	2	3	0	5
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	45	59	18	122
Books on CD (BKCD)	67	64	30	161
Books on Tape (BKT)	122	171	60	353
Compact Disc (CD)	305	371	170	846
DVD	444	789	240	1473
Equipment (EQP)	8	0	0	8
See librarian (ERR)	0	0	0	0
Express Book (EXP)	43	112	0	155
Fiction (FIC)	1398	1352	621	3371
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	340	576	149	1065
Juv. Biography (JBIO)	57	29	7	93
Juv. Book on CD (JBKD)	2	3	1	6
Juv. Book on Tape (JBKT)	75	48	5	128
Juv. Compact Disc (JCD)	34	9	3	46
Juvenile Easy (JE)	1012	939	372	2323
Juv. Easy Reader (JER)	417	89	76	582
Juv. Fiction (JFIC)	251	327	119	697
Juv. Holiday (JHOL)	8	0	0	8
Juv. Magazine (JMAG)	75	35	26	136
Juv. Music Cassette (JMC)	11	8	4	23
Juv. Nonfiction (JNF)	566	636	224	1426
Juv. Nonfic Text Bk (JNFT)	8	0	0	8
Juv. Paperback fic (JPBF)	381	263	102	746
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	84	60	10	154
Large Print Nonfic (LPNF)	11	4	2	17
Magazine (MAG)	678	392	196	1266
Music Cassette (MCAS)	0	4	0	4
Nonfiction (NFIC)	1214	982	402	2598
Nonfiction VHS (NFVH)	43	41	20	104
Professional Coll. (PROF)	3	0	0	3
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	9	2	0	11
Parent Shelf Ref (PREF)	0	1	0	1
Reference (REF)	38	87	24	149
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	5	3	0	8
Spanish Collection (SPA)	12	18	10	40
Software (SWAR)	207	121	58	386
Vertical File (VF)	22	6	0	28
VHS	804	1128	415	2347
YA Biography (YAB)	4	5	0	9
YA Books on CD (YABKCD)	16	3	0	19
YA Books on Tape (YABKT)	1	13	1	15
YA Fiction (YAF)	104	107	35	246
YA Nonfiction (YANF)	39	79	13	131
YA Paperback Fic (YAPBF)	135	106	32	273
				0
Free reads	245	582	135	962
Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	9388	9637	3584	22609

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1770	2106	766	4642
Nonfiction	1323	1151	456	2930

CHILDREN'S BOOKS

Fiction	2101	1625	673	4399
Nonfiction	651	670	231	1552

YA BOOKS

Fiction	241	216	67	524
Nonfiction	43	84	13	140
Magazines, Adult	678	392	196	1266
Magazines, Children	75	35	26	136
Games, Toys	0	0	0	0
Sound Recordings, adult	511	626	261	1398
Sound Recordings, ch	122	68	13	203
Online databases	0	0	0	0
Software	212	124	58	394
Vertical file	22	6	0	28
VHS/DVD	1291	1958	675	3924
Equipment	8	0	0	8
Total	9048	9061	3435	21544

May 2003

DEMOTTE			RENSSELAER			WHEATFIELD			
Added	Withdrew	Circu-	Added	Withdrew	Circu-	Added	Withdrew	Circu-	Total
Vols.	Vols.	lation	Vols.	Vols.	lation	Vols.	Vols.	lation	Circ.

END OF MONTH:	DEMOTTE	RENSSELAER	WHEATFIELD
Total Materials Owned	54,439	62,780	30,616
Percent Increase/Decrease	-10.5%	-5.6%	-7.1%
XX XXXXXXXXXXXX			
MONTHLY SYSTEM STATISTICS	2002	2003	% change
Circulation	23,401	21,544	-7.9%
Jan. to date circulation	125,233	124,220	-0.8%

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DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
13,135	13,173	12,183	12,239	8,107	8,136 Fiction
15,693	15,726	21,589	21,675	8,153	8,172 Nonfiction
					CHILDREN'S BKS
11,021	11,054	12,732	12,746	6,490	6,487 Fiction
8,424	8,509	8,306	8,333	3,891	3,763 Nonfiction
					YA BOOKS
1,882	1,884	2,361	2,367	1,395	1,396 Fiction
567	570	490	492	137	137 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,316	1,316	1,835	1,835	1,241	1,241 Sound Rec/Adult
351	356	384	397	276	286 Sound Rec/Child
24	34	16	16	1	-5 Online Databases
212	212	206	206	129	129 Software
					Vertical Files
1,567	1,567	2,323	2,323	879	879 VHS/DVD
34	38	2	11	2	-5 Equipment
54,226	54,439	62,567	62,780	30,701	30,616 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

May 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	93	20	134	29	174	38	401	87
LOCAL HISTORY								
In person	2	1	12	3		0	14	4
Letters written	1	1	9	9		0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	340	14	576	24	149	6	1065	44
Computer software used	38	3	57	5	16	1	111	9
VCR Use	1	0		0		0	1	0
Microforms	5	1	44	6		0	49	7
CD ROM/Online databases	64	5	169	14	38	3	271	23
Typewriter use	7	0		0		0	7	0
Other equipment used		0		0	1	0	1	0
Tax Forms distributed	7108	71	6710	67	2450	25	16268	163
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3	11	7		0	16	11
Notarized documents	11	3		0	1	0	12	3
Meeting Room Use (no. of groups)	23	8	28	9	23	8	74	25
Study room use	5	0	41	3	2	0	48	4
INTERLIBRARY LOANS								
Requests made for:	51	13	120	30	31	8	202	51
Items rec'd for:	38	19	87	44	24	12	149	75
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7199	7180	2899	17278
Non-resident, paying	6	18	2	26
PLAC card users	1	2	0	3
Reciprocal borrowers	369	297	22	688

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	1	6	4	24	2	12	7	42
Children's Programs (0-13) Number attending	39	234	56	336	23	138	118	708
	722		1046		462		2230	
YA Programs (14-17) Number attending	5	30		0		0	5	30
	45		3		6		54	
Adult Programs Number attending	2	12	8	48	2	12	12	72
	97		166		23		286	
Senior Citizen Programs Number attending	1	6	2	12		0	3	18
	15		31		5		51	
Total Number of Programs	48	288	70	420	27	162	145	870
Total Persons Attending	879		1246		496		2621	
Total Attending Same Month Last Yr.	803		1557		387		2747	
Total Staff Hours Spent		451		671		263		1384
Hours Spent Same Month last year		342		674		202		1218

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6400	70.1%	6684	70.1%	2815	79.1%	15899	71.5%
Corporate	47	0.5%	105	1.1%	3	0.1%	155	0.7%
Juvenile 0-11	1447	15.8%	1153	12.1%	424	11.9%	3024	13.6%
Nonresident No Fee	44	0.5%	261	2.7%	73	2.1%	378	1.7%
Nonresident Fee		0.0%	34	0.4%		0.0%	34	0.2%
Reciprocal	291	3.2%	271	2.8%	4	0.1%	566	2.5%
School	2	0.0%	15	0.2%		0.0%	17	0.1%
St. Joseph College		0.0%	94	1.0%		0.0%	94	0.4%
State Library Card	10	0.1%		0.0%		0.0%	10	0.0%
Staff	455	5.0%	458	4.8%	168	4.7%	1081	4.9%
YA 12-17	437	4.8%	465	4.9%	73	2.1%	975	4.4%
Total	9133		9540		3560		22233	
All items borrowed by nonresidents	347	3.8%	675	7.1%	77	2.2%	1099	4.9%

Jasper County Public Library **Long Range Plan 2000-2004**

Progress Report June 2003

Goals

Lifelong Learning

Goal 1 - Jasper County residents of *all* ages shall have the opportunity for personal growth and development through a wide variety of programs and resources and expert help in accessing and using those resources.

Objective: The number of children's programs will not decrease from the 1999 level at each library.

Since 1999, DeMotte's children's programs have increased by 26, Rensselaer's by 64 (almost to DeMotte's level) and Wheatfield is down 57 programs. The system as a whole is up 33 programs over 1999 levels.

1.1 To insure an increase in children's programs, evening or Saturday story or toddler times will be offered 4 times a year by children/youth specialists by 2002.

Ongoing. Children's programming also includes class visits to libraries and staff visits to schools and other places where children gather.

Objective: DeMotte and Rensselaer libraries will annually offer programs for adults in at least five of the following areas: personal finance, health, leisure activities, literary topics, technology, travel, nature, other topics. Wheatfield will offer programs in at least three of the above-named areas.

2.1 Each year agency librarians will make a program agenda for the upcoming year effective 2001. Done

2.2 DeMotte and Rensselaer libraries will offer at least four programs annually to attract young adults to the library. The Wheatfield Library will offer at least two such programs.

R - 26 programs attracted YA's; 9 particularly for them

D - 20 attracted YA's; 14 aimed at them

W - 3 attracted YA's; 2 particularly for them + 1 (chess) for ya & ch

2.3 Children/Youth specialists will offer required number of YA programs in 2001. They will also investigate opportunities to attend YA counterparts and other YA workshops.

Staff attends YA Counterparts twice a year. Attended workshop on sci-fi/fantasy. Not many workshops offered.

Objective: Use of library resources will increase by 3% each year.

We work hard to create interesting and varied Reader's Advisory displays at all 3 libraries.

Kathryn's presentations on database usage at Rensselaer help increase use of library resources by making patrons more aware of what we have to offer and demonstrating how to research and locate information. At DeMotte, bookmarks promote databases. DeMotte offered a program on great Internet sites for kids. No one attended. The workshop on homework aids was not attended by those targeted.

3.1 Agency librarians will request sufficient funds in their 2001 equipment budgets to allow for the purchasing of display furniture.

Rensselaer has added a picket fence display unit, tri-pod book display rack, shelves on the ends of the stacks, a three-tiered display unit, and a new unit for the children's area.

DeMotte has a nice oak display table for its main display. They typically create displays in "found" spaces in various locations around the library.

Wheatfield has added oak display shelves to the ends of the new book area. All three libraries have purchased acrylic sign and book holders to attractively display books and notices in strategic locations around the library.

3.2 Agency librarians will assign the monthly task of creating a selected list of new materials (magazines, AV, YA, children, and adult) for local newspapers. This will just be a list of new materials without any description of the new items. We thought people would be more likely to take the time to look at short list of 10-12 items rather than reading a lengthy article.
Effective 9/2000

All libraries submit a list of new/noteworthy fiction/nonfiction books to Renee once each month.

3.3 Each library will provide copies of Community Connections to a minimum of 5 local businesses by September 2000.

We regularly distribute Community Connections to 7 locations at Rensselaer, 3 locations for DeMotte and 4 locations at Wheatfield. We also take 100 to R & M Grocery and the two Tysen Markets for distribution in grocery sacks 4 times per year.

3.4 A committee of 3 will investigate the feasibility of bulk mailing and emailing Community Connections by 2004.

We have chosen not to do a bulk mailing or emailing. We have put the newsletter on our website and it is sent by mail to County Council and Commissioners and to the School Boards.

3.5 Each year the systems administrator will investigate the possibility of purchasing metering software.

We purchased CentaMeter in May 2000. We are considering a change to Softrack metering software in 2004.

3.6 Each library will start a picture file of programs for publicity articles by September 2000.

Each library has an extensive picture file. The digital camera we purchased for DeMotte and Wheatfield will help increase the photo files we have available for marketing our programs.

- 3.7 Marketing Committee will create a committee of staff whose role it will be to develop a PowerPoint presentation by April 2001 on JCPL library services to be used by staff in promoting the library to community organizations. This presentation will be reviewed annually for currency.

PowerPoint presentation is done and has been presented two times in Rensselaer

- 3.8 Staff will offer promotional presentations on library services to community groups a minimum of 6 times per year at Rensselaer, 4 times per year at DeMotte, and 2 times per year at Wheatfield, beginning 2001.

Rensselaer has done promotional presentations for the Chamber of Commerce Luncheon, Rotary Luncheon, Tri Kappa, Lion's Club, Homeschooling Parents, Healthy Families, and attend the Chamber Expo each year. In addition they always send a promotional letter to new St. Joe students each fall.

DeMotte has done promotional presentations to the Garden Club, Senior Citizens, Homeschoolers. With the help of Wheatfield staff, they have maintained a booth at the Chamber Expo.

DeMotte and Rensselaer create and distribute Teen Newsletters at the schools. Jackie creates a Home School Newsletter. We send a newsletter to teachers at the beginning of each school year, telling of our services for the benefit of the students and teachers.

Diane and Charlotte spent a day at the KV Middle School giving presentations and showing the variety of materials available at the libraries.

General Information

Goal 1 - Residents of the Jasper County library district will have convenient access to the library buildings

Objective: A survey of users and nonusers will indicate 90% satisfaction with library hours

- 1.1 The Director, in conjunction with the Board, will create a User/Non-User Satisfaction Survey. This survey will be distributed every two years to evaluate patron satisfaction with the Library hours. The first survey should be distributed in April 2001.

The survey was created and distributed in 2001. We do not plan to repeat it, since our budget is not sufficient to let us add hours if patrons asked for more.

- 1.2 If the survey indicates less than 90% satisfaction, the Director will appoint a committee to determine what changes in the Library hours are needed and if the Library can make these changes. If changes can be made, the committee will recommend an implementation date.

Patrons never request decreased hours (in the morning, for instance) so that the Sunday hours they would like could be added. Since they want more hours, not different hours, it is not financially feasible.

Objective: Each year libraries will evaluate whether they are meeting patron need for computers and Internet stations, through a February patron survey and staff observation.

2.1 A committee of three, with a representative from each branch, will create a survey to determine if each Library is meeting patron needs for computer/Internet workstations. The survey will be distributed each year in February beginning 2001. The committee will determine content and distribution.

This survey was done the last two years and garnered few responses and fewer criticisms-except about slow machines. We did not repeat the survey in 2003. The staff feels patrons are free with their criticisms when things aren't going well! Since we receive very specific feedback from patrons on an ongoing basis, we don't feel the need for a formal survey. Comment cards are available at each library if a patron does want to put something in writing.

We are regularly replacing slow machines. We have several new computers to meet patron needs. 3 Gates PCs, with Publisher, children's games, BigPrint setup for eyesight disabilities, can serve as additional word processor and/or Internet stations at our libraries. As a result of patron requests, the DeMotte Friends purchased a new PC for Genealogy.

Goal 2 - Residents of the Jasper County library district will have increased access to a broad variety of materials and information.

Objective: Budgets for the various materials collections (books, videos, etc.) will be reviewed annually to determine if collections are meeting patron needs and to adjust budgets accordingly beginning May 2001.
Done—AV budgets have been increased, although at the expense of print budgets. Additional money for materials has not been available.

1.1 A discussion of collection needs will be included on the agenda of the monthly staff meetings beginning June 2000.

DeMotte and Rensselaer do this regularly, Wheatfield occasionally. Staff are also encouraged to mention gaps as they see them. Wheatfield maintains a notebook listing collection areas where we do not have something or it is outdated.

1.2 A suggestion box will be made available in each building. Agency Librarians will be responsible for the box. The Homepage Committee will be responsible for creating a suggestion box on the web page. These boxes should be in place by January 2001.

At Rensselaer, the suggestion box is in place. We have never really gotten any useful suggestions, just book requests that are always considered.

At DeMotte, when comment box was first put out, we received a lot of compliments (great for staff morale!!!). When experiencing connection

problems, both DeMotte and Wheatfield received a lot of complaints. Rebecca was able to call most back to discuss their concerns—which seemed to improve patron morale! Comments have petered off for the moment—occasionally we receive a suggestion or compliment. Very worthwhile!!!

As a result of connection and speed complaints, we worked hard with TLC to improve the wireless transmission between DeMotte and Rensselaer and, recently, installed a terminal services server to bring circulation speed of both branches almost up to the level of Rensselaer's.

1.3 Discussion of good or interesting ideas gleaned from other libraries will be on the monthly staff meeting agenda at each branch library beginning June 2000.

This is done whenever staff has been to other libraries in the past month.

1.4 By January 2001 a committee of three representatives, one from each branch will be formed to investigate Internet and fax reference service. Reports will be made available to the management team by January 2002.

We offer Ask a Librarian Service by Internet and monitor this service each month. We average 3-5 questions each month on average.

1.5 By December 2002, Database Committee will have investigated advisability and cost of providing remote access to online databases.

We do offer remote access, when we can, to online databases. Some vendors won't allow us to do so. It appears that TLC is going to offer remote patron authentication soon which will further help us meet the need for remote access.

1.6 Individuals responsible for reviewing material/collection budgets will use the information gleaned from staff and patron input to determine if the collections are meeting Patron needs and will adjust the budget accordingly beginning May 2001.

Branch librarians consider material/collection budgets annually and make funding requests when necessary.

Objective: A survey of users and nonusers will indicate 90% satisfaction with available library materials

2.1 The User/Non-User Satisfaction Survey will include questions to determine if library materials are meeting user/non-user needs. If the survey indicates less than 90% satisfaction with library materials the individuals responsible for collection development will make necessary adjustments by the following January.

We keep a list of patron suggestions. Many of these items do eventually get ordered. We did not distribute a satisfaction survey in 2002 however. Staff feel it is not necessary.

Patrons ask for more of what they feel we lack. They put notes in the suggestion boxes.

We keep track of Interlibrary Loan requests so that we can see if a certain book or a certain subject request occurs frequently. If it does, we know we need to add something to our collection to meet that need.

2.2 Beginning January 2001, each branch will assign an individual to record the subject areas of inter-library loan requests throughout the year and compile a report which will be given to the Agency Librarians by January of each year. This report will be used to determine deficiencies in the library collection.

Done.

Goal 3 - Expertly trained library staff will help patrons locate information they need or desire and will teach those who wish to learn search techniques for themselves.

Objective: A survey will indicate that 93% of library users will leave the library satisfied with the results of their search.

- 1.1 Agency Librarians will be responsible for creating staff reference quizzes. The quizzes will include questions to be answered using electronic resources, print resources, and the Internet. These quizzes will be issued at least twice a year beginning October 2000.

Rensselaer offers 2 reference quizzes annually. The quizzes require staff to use print, materials, online databases, and the Internet to complete. DeMotte and Wheatfield offered these before 2002 and will begin to work together with Rensselaer this year to again offer the quizzes. For the past two years, DeMotte staff has been receiving a "reference refresher" at monthly staff meetings—each refresher focuses on a specific topic and includes a variety of resources.

- 1.2 Beginning January 2001 the Training Committee will offer staff at least six courses in a calendar year on six different subject areas. Two courses will focus on print resources; two will focus on database resources; and two will focus on the Internet.

Last year we offered 14 different workshops to staff. We covered desk top publishing, Pegasus mail, computer basics, OPAC searching, digital camera operation, genealogy, collections patrons, databases, business reference, computer troubleshooting, the Internet, Tech Services issues, and Employment Law. Staff appreciated the variety and felt they learned a lot. The planning, however, was a great deal of work. In 2003, we have agreed to offer workshops when requested by staff, or work one-on-one with an employee who wants further training in a certain area. We are also sending staff to workshops to get the training they need.

- 1.3 Agency Librarians will establish a committee that will be responsible for creating and distributing a map of their library. Map will include a list of Dewey Decimal Classifications, and any other locational information that they feel is important for their patrons. This information will be made ready for distribution to the patrons by February 2002.

Rensselaer staff created and made available a map of its library in 2002. Map is complete with a list of Dewey Decimal Classifications. D has a map template but is holding off on making it available until we (hopefully) do some final adjustments to the collection layout. Wheatfield has not created a map.

- 1.4 The Training Committee, or designated individuals, will be responsible for providing instructional materials for independent use of library-provided databases. Materials will be available June 2001.

Training committee did begin work on instructional materials for independent use of library-provided databases. They soon learned it was difficult to write easily understood instructions, that the databases changed so often that the instructions were quickly outdated, that the databases had good help screens for patron use, and that one-on-one instruction works better. This is no longer a work in progress. Marlene, at DeMotte, created some bookmarks to highlight different databases/provide some details. DeMotte will share bookmarks with other branches.

- 1.5 Library system will continue with reference fill count annually. If the survey consistently indicates less than 93% satisfaction with search results, a committee will be formed in December 2004 to determine the reason for dissatisfaction and ways to improve service in answering reference questions.

We do our reference counts as required.

Current Topics and Titles

Goal 1 - Residents of the Jasper County library district will find a wealth of current, high-demand materials in a variety of media to stimulate their thinking, satisfy their curiosities, expand their knowledge and make their leisure time more productive and enjoyable. These materials will be attractively displayed, with multiple copies where needed.

Objective: The average number of days between placing a reserve and filling a reserve will decrease in each year of the 2000-2004 planning cycle.

- 1.1 Every library will obtain a copy of books on the Publishers Weekly adult hardcover Best Sellers List when in keeping with the JCPL Selection Policy, beginning 2001.

We buy nearly all items listed at the top of the Publishers Weekly bestseller list. When book budgets are reigned in, we buy only those items that appear on the list for more than 2 weeks. Sometimes we avoid a book if we think it just won't fly with our patrons. All libraries are somewhat selective with nonfiction—if we don't think our patrons will check it out, we may opt not to purchase it if we have other sufficient coverage.

- 1.2 Books on the Publishers Weekly adult hardcover Best Sellers List will be on a one-week check out beginning 2001.

Rensselaer complies with 1.2 (Express Books). DeMotte bases Express need on DeMotte patron demand rather than on whether a book is on the bestseller list—they begin with one circulating and add copies to Express as needed. This has been working well for them. Wheatfield has not yet started using Express Books, but may begin in 2003.

- 1.3 By May 2001, Agency Librarians will do a study to see if it is more economical to purchase more copies of a title or to lease the copies. When there are 5 reserves on a book, more copies will be leased or purchased.

Rensselaer evaluated and eliminated their lease book program. They do monitor the length of reserve lists for all titles, striving for a ratio of 5 reserves per 1 copy. DeMotte decided to continue leasing—mainly Express titles. They strive for a ratio of 5 *DeMotte* reserves per 1 copy. Like Rensselaer, they found that the Express Collection has alleviated long reserve lists. Wheatfield chose to keep its lease collection. It adds a copy when *Wheatfield* patrons have 5 reserves on a title. If Wheatfield decides to go with the Express book program, they will use lease copies for that.

1.4 Agency Librarians will determine whether to subscribe to Automatically Yours through Baker and Taylor, (getting books by popular authors as fast as the book stores) by 2001.

All three libraries subscribe and love the service which automatically sends them new titles written by those authors they have designated.

1.5 Management staff will create a New Technologies Committee to examine and evaluate possible new material types for the library, such as e-books, DVD, etc. by the end of 2000.

New technologies committee is in place. They have reviewed e-books and DVDs.

Objective: Each year, the number of persons visiting the library system will increase by 2%.

2.1 The Marketing Committee will check into having grocery stores put Community Connections in the grocery bags 4 times a year, quarterly, in 2001.

100 copies of the Community Connection are distributed to R & M and to Tysens (2 locations) quarterly. Pick & Save would not accept them.

2.2 The Library will investigate the feasibility of using email to send Community Connections or notification of new books of interest to individual patrons by March of 2002.

While we do not email Community Connection, we do have it on our webpage for all to read. We do not notify patrons of new books through email. This would take the addition of a new TLC enhancement not yet available.

Objective: At Rensselaer and DeMotte libraries, at least 9 book related activities (book discussions, author visits, etc.) will be offered each year of the planning cycle. At Wheatfield, a book-related activity will be offered in the first year of the planning cycle. Evaluation of the program's success will determine whether further efforts will be made in this area.

3.1 DeMotte and Rensselaer Libraries will hold at least 9 book discussions a year beginning 2000. They will make at least 5 visits to the Retirement Home/Nursing Homes a year to do either a story time or book discussion. Wheatfield will offer at least 3 book related activities in 2000, evaluating their success before continuing in 2001.

Done. Each library has formed a monthly book discussion group. Rensselaer has two groups. Kris Mays (Rensselaer) makes monthly visits to the Care Center for story times. DeMotte strives for at least 2 author visits per year (holding strong so far) and offers 2 adult reading programs per year. Rensselaer has begun a monthly author series. It has not, however, had great attendance. Renee (DeMotte) has begun providing monthly storytimes/booktalks to Oak Grove residents.

The book discussion group at Wheatfield meets 12 months a year, by request of the members. It is consistently well attended and enjoyed greatly!

3.2 All three libraries will offer at least 1 adult reading program a year. Wheatfield's Agency Librarian will evaluate theirs to see if it should continue.

Rensselaer has an annual adult reading program each winter. DeMotte offers two adult reading programs each year (summer and winter). Wheatfield did not feel the adult reading program was popular enough to continue.

Goal 2 - Knowledgeable staff will enable patrons to find the materials they desire.

Objective: Each library will produce at least 4 booklists for patron use each year.

- 1.1 Readers Advisory committee will make 4 *adult* fiction and 1 non-fiction book lists a year per library. These book lists will be put into books on the shelves, and will be available at the check out. Booklists will be put into Readers Advisory Notebooks and on the library webpage.

Ongoing.

- 1.2 Children Specialists will make 2 book lists a year to be handed out, and to be put in Junior books and Young Adult books. All will start in 2001. These book lists will be put into the Readers Advisory Notebooks.

Ongoing at all libraries

- 1.3 Staff will be encouraged to create a book list by June of each year to be added to the Readers Advisory Notebooks.

All staff create one book list on a topic of their choice for inclusion in our R/A notebook.

- 1.4 Readers Advisory Committee will meet at least once per year to generate ideas to aid staff in helping patrons find books.

Reader's Advisory Committee meets at the beginning of each year to organize their activities for the year.

- 1.5 Reader's advisory committee will utilize existing booklists to make monthly reader's advisory bookmarks effective 2001.

Ongoing project. Many bookmarks are being created by a number of different staff.

Objective: The percentage of items requested and found immediately available during the reference fill survey, conducted in April, May and June, will be studied. The percentage of items sought which are immediately available will increase by 1% annually.

- 2.1 Agency Librarians will conduct a tally of requested foreign books, from July through December 2000, to see if there is a need.

All three libraries have been offering Spanish language materials for 3 years. Our collection has grown nicely and is housed in a special location for ease of use. Rensselaer subscribes to a Spanish language magazine, and the three libraries are in the process of sharing a subscription to a Spanish language newspaper.

- 2.2 The User/Non User Satisfaction Survey will include a question on patron interest in books on CD and DVD movies.

Our DVD and books on CD collections are wildly popular. We spend a lot of our nonprint budgets on these items.

Formal Learning Support

Goal 1 - The public libraries will coordinate efforts with teachers and school libraries to help supplement school library materials needed for particular teaching units, and to provide space for classroom assignment materials when requested.

Objective: Decrease the number of "Inability To Fill" reports sent to teachers each year.

- 1.1 To measure these statistics, the children's librarians/specialists will be responsible for setting up a folder in which a copy of each "Inability To Fill" report will be filed. We will start this August 2000.

Ongoing activity.

- 1.2 The children's librarians/specialists will be responsible for delivering a survey to teachers asking them what materials the library could purchase to help support their teaching units. This will be done annually, in September, beginning September 2000.

We no longer offer a survey because of poor response. We do still take a Teacher Reacher newsletter to the schools each fall.

- 1.3 The children's librarians/specialists will be responsible for reactivating Media Minds in the fall of 2001. We hope to share ideas on software, materials, and brainstorm ways we can work together.

Tried this-no one was interested in meeting again.

Goal 2 - Students in the Jasper County Public Library service area will find computers equipped with the necessary software to aid in completion of school projects. Skilled staff will be available to help them locate materials needed for homework assignments.

Objective: The library will offer at least 30% of the software programs used by students for their school work.

- 2.1 The children's librarians/specialists will be responsible for contacting the schools and finding out what software programs their students use. This will be done every two years, in May, beginning May 2001.

For DeMotte, AutoCAD, Frontpage and PageMaker (about \$580) will be purchased when we purchase new PCs. We plan to purchase such software for other branches after we see how much use it gets and what problems students have using it (we may not be able to buy the version they use at school).

- 2.2 System Administrator will check our computers to see if we need to upgrade or purchase new computers to accommodate more software.

Current public computers are not powerful enough for the software KV uses.

- 2.3 The children's librarians/specialists will be responsible for reviewing the software every two years.

On-going

Basic Literacy

Goal 1 - The library will support the efforts of other agencies to help each Jasper County resident meet his/her basic need to read and perform other essential daily tasks by providing meeting room space for adult education classes and for tutoring, by providing tutoring software and exam preparation guides, and by cooperating with schools in family literacy efforts.

Objective: Tutoring software will be made available to the public at all libraries.

1.1 The Management Committee will appoint a Basic Literacy Committee by May 2000 and annually by January of each succeeding year.

Literacy Committee has been in place for 3 years.

1.2 The Basic Literacy Committee will investigate tutoring software available for purchase, and it will contact Jasper County agencies that offer adult education, job training, English as a second language instruction, family literacy programs, continuing education and other instructional programs for adults in order to obtain recommendations for useful electronic study materials.

Each year they contact local agencies, (specifically Christian Haven, CDC, DeMotte Adult Education Learning Center, Healthy Families, Heartland Employment, Jasper County Community Service/Head Start, Health Department, Step Ahead, North Jasper ESL, the Extension Office, Rensselaer Adult Learning Center, Rural Crisis Center, and WorkOne Express) to request recommendations and provide packets highlighting various resources available through our collections. As of May 2003 the committee has received feedback from some but not all agencies this year—hoping to have all feedback by June—will then meet to go over the feedback gained this year.

1.2 The committee will investigate options for using tutoring software in library computers. All three locations have some degree of in-house tutoring software. LearnATest database is available to all. DeMotte & Wheatfield have in-house typing tutorials and several in-house “educational” cd-roms.

1.4 Tutoring software will be made available for lending to library patrons. All three locations have tutoring software available for loan: there is a nice (and growing) variety of topics available. Software covers such topics as learning Spanish, using Office 97 products, creating resumes, preparing for GED, and filling out financial aid forms.

Objective: Current exam preparation guides will be available in all libraries. Five new subject areas will be added at each library.

2.1 The Basic Literacy Committee will compile a list of exam preparation guides and gather recommendations from area agencies for study materials that will support their instruction. This information will be given to the agency librarian in each branch by Jan 2001.

The committee meets annually. This is an ongoing project for the committee.

- 2.1 At least once each year the committee will review basic literacy programs and resources available in the community. The committee will also review exam preparation guides and literacy software on an annual basis, and make recommendations for purchase each year to the agency librarian at each branch. The committee will recommend subject areas that should be represented by guides in each library and subject areas that are optional or could be carried by one specific library.

Ongoing project.

- 2.2 At least two new subject areas will be added by January 2002. By January 2004 at least five titles will have been added to each library.

Each library has added several recommended exam prep guides as well. I feel that we have good coverage now and just need to make sure that we maintain currency.

Information Literacy

Goal 1 - Jasper County residents will have the opportunity to learn the skills necessary for finding, evaluating and using information effectively.

Objective: Each library will offer Library Skills classes each year for interested patrons.

- 1.1 Beginning in January 2001, each library will offer orientation classes on library resources such as OPAC use, library use for research purposes, etc. The groups to be targeted will be decided by the staff of each library annually. Management staff at each library will work with program planners each year and decide who will do these classes and when they will be done. At least half of the classes offered by a library will include an optional skill activity or "Treasure Hunt".

Based on the lack of response to several programs on the OPAC and library research, at DeMotte and Rensselaer we've decided to continue with our current *successful* programs (many class orientations, instruction to homeschooling parents, Indiana Room and, at DeMotte, monthly Trivia Challenge) but not pursue others such as Intro to the OPAC—we will work with patrons one-on-one as the opportunities present themselves. At Rensselaer we successfully offered a program AT the Middle School on how to access and use our databases.

Wheatfield will be offering Online Searching 101 at two different times on a set date. After that it will be offered as needed on a one-on-one basis.

Objective: Each library will provide the equivalent of 2 electronic search training classes per month for interested patrons.

- 2.1 A variety of classes will be offered each year, featuring INSPIRE and *subject-oriented* classes teaching use of a variety of electronic and print resources. DeMotte and Rensselaer will offer at least 3 classes and Wheatfield will offer at least 1 class of these planned group classes, starting February 2001.

Rensselaer has offered subject oriented electronic search classes-topics include business sources, homework tools, literary research, and attempted one on travel which proved to be too daunting! Aside from the Indiana Resources program (offered quarterly) and class visits, DeMotte has determined that it's a better investment of time to work with patrons one-on-one as the opportunities present themselves. Wheatfield also works with patrons one-on-one as they need to be instructed in finding materials from our databases.

2.2 One-to-one tutorial classes will continue by appointment. These will cover using various electronic resources.

We continue to offer one on one Internet tutorials, but these are no longer in high demand. We do a lot of one-on-one instructing when someone comes in needing information. We offer Internet for seniors at both Wheatfield and Rensselaer.

2.3 The Training Committee will make subject bibliographies of URLs available at work stations by June 2001.

Subject bibliographies of URLs are available at Internet work stations.

Goal 2 - The library will function as catalyst and coordinator for computer training in Jasper County. It will work with other training providers to insure that comprehensive training in computers and software is available and affordable for all Jasper County residents.

Objective: Each January, management staff will determine a level of computer and Internet skills training which staff will provide for patrons.

1.1 Management will explore the availability of workshops or materials to assist staff in teaching Internet classes.

Sheila researched this and passed information to management staff in 2001.

We have not pursued this. We have, however, focused on keeping staff current with Inspire workshops and specialized workshops dealing with subject information on the web (business, government, genealogy etc). Staff also keeps current through reading of PC magazines.

1.2 Management will gather information on what other libraries are offering in their Internet classes to aid in determining the kinds of classes to offer patrons each year.

We receive newsletters from other libraries—and look at what other libraries are offering in the way of Internet classes. We feel our present methods of instructing patrons in Internet use meet their needs.

Objective: By the end of the first year of the planning cycle, library staff will develop a written plan, in coordination with other computer training providers in Jasper County, to offer basic computer training to residents of the service district.

2.1 The Director and a Public Service Person(s) will work with the County Wide Computer Training Program Committee, on an annual basis, or at the convenience of the Committee, to help plan for computer training needs of county residents

We assembled a committee to apply for a grant. We did not receive the grant and disbanded the efforts. We are hoping the Learning Network will fill this need eventually.

2.2 The Director, Public Service person(s) on the County Wide Training Committee, and Agency Librarians, with staff input, will annually meet to determine the appropriate role of the library in the county-wide computer training efforts.

General Library Goals

Goal 1 - Obtain, train and retain a highly qualified, effective staff of service-oriented employees to help the library achieve its goals.

Objective: The library will insure that salary and benefits are competitive.
We feel we are doing this.

1.1 The director will appoint a committee to review salary scales and benefits for area libraries, schools and agencies every four years.

We periodically review salaries and benefits in preparation for review of the Personnel Policy.

1.2 Agency librarians, Director and department heads will review staffing needs annually
We review needs annually. We have increased staff hours where needed and promoted staff to higher classifications where justified and within our budget.

Objective: Staff will receive training in the basic library and technical skills necessary to perform their duties successfully.

2.1 Core competencies will be established for each job classification by July 2001

2.2 A training plan will be developed by December 2001 to aid staff in achieving core competencies and, where possible, attaining skills necessary for job advancement.

We have not identified core competencies as such and have not developed a formal training plan. However, we have asked staff to identify areas where they need more training to do their jobs, and offered 14 workshops in 2002 for this purpose (see section entitled General Information, Goal 3). We feel we are consistently attentive to the educational needs of staff.

Objective: Each employee, except pages and clerks, will attend the equivalent of one whole day in-house staff development training.

We have done a good job with this one. Staff felt the topics were helpful.

3.1 The library managers will ask their staffs for suggestions for training sessions prior to the February management meeting.

We do this.

3.2 The management team will decide on subject for a whole day training session and schedule a day in the spring.

Done. In 2003, the training will be a little less than a full day in the fall.

1.4 A Feasibility Study will be commissioned by the Library Board by June 2001.

The Feasibility Study was begun in 2002 and completed in early 2003.

1.5 The Director and the Board will develop a plan for land acquisition for the building by December 2001.

Land is being acquired this year (2003)

1.6 The Director and the Board will create a plan for seeking funding for the Wheatfield library expansion by March 2002.

The sources of grant funding have dried up, for the most part. We are pursuing a bond issue to build a library.

1.7 The Director and a committee consisting of Library Board, staff and community representatives will develop a building plan, aided by site visits to new libraries in other similar communities, by September 30, 2002.

Building plan is completed, architect is hired and design phase will begin soon.

Goal 3 - Attempt to unify Jasper County public library service by approaching the Remington/Carpenter Township Library Board to propose a merger of the Remington Public Library with the Jasper County Public Library.

Objective: By October 2001, the JCPL Library Board will contact the Remington-Carpenter Township Public Library Board to propose a merger of the Remington Public Library with the Jasper County Public Library.

1.1 Director will research legal issues with the state library to determine proper procedure and alternative measures (if any) by September 2000.

1.2 By February 2001, Director, board members and selected staff will speak informally with persons who can shed light on the perceptions and expectations of Carpenter Township residents concerning current library service in Carpenter Township and possibilities which a merger would provide.

1.3 By June 2001, a staff/board committee will develop a proposal to be brought to the Remington/Carpenter Township Library Board that allows the library considerable autonomy while still providing substantial benefits to their library users

This project was tabled as we learned that Remington-Carpenter Township was expanding. The personnel issues and automation issues that would have to be addressed if the library became a part of our system were also discussed. It was determined that this merger is not in our library's best interest.

Salary Ordinance 2003

Updated 5/30/03

Name	Classification	Present Hrly Wage	Hrs Library Worked		Start Date	Raise Date(s)
Bailey, Lindsey	Page	\$5.95	10	R	5/12/2003	
Broholm, Melanie	Page	5.85/5.95/6.05	8.5	W	9/2/2002	Res. 5/31
Gray, Elizabeth	Page	5.85/5.95	10	R	2/18/2003	6/1
Jones, Jamie	Page	5.75/5.85	8.5	W	6/2/2003	9/1/, 12/1
Scholl, Elizabeth	Page	5.85/5.95/6.05	10	R	9/10/2002	Res. 4/30

Lindsey Bailey is a college student coming back for the summer to replace St. Joseph's College student page Elizabeth Scholl at Rensselaer. Elizabeth Gray is a substitute page at Rensselaer who will replace Kimberly Roberts who worked for us on a St. Joseph's College work study program and will not be returning to the library in the fall.

Melanie Broholm is a page at Wheatfield who has resigned and will be replaced by Jamie Jones.

We have examined and approved the changes in the salary ordinance. Dated June 9, 2003.

John J. Lynch

Mari Anne Egan

Timothy M. Schults

Mike Heiny

Mari Anne Layler

Susan Deadoff

MEMORANDUM

AV Equipment Loan, Video/DVD, Internet Use, Circulation Policies

Summary: The Policy Committee reviewed the AV Equipment Loan and the Video/DVD Policies and recommend no changes. They recommend a few minor changes in the Internet Use Policy and an addition to the Circulation Policy.

Discussion: Internet Use Policy: To make language more precise and to accommodate the addition of genealogy workstations, accessible to children, with access to the Internet, additional verbiage has been added. (See R 11) Only those parts of the policy with proposed changes are noted on R 11.

Circulation Policy: We replace the jewel cases in which cds and cd-roms come with more expensive, sturdier cases. We have noticed that too often, the cds are returned to the library without the sturdy, barcoded cases. For this reason, we wish to begin charging for cases that are not returned. (DeMotte uses more expensive cases than the other two libraries.) See R 12.

Vote: To approve the AV Equipment Loan and Video/DVD Policies with no changes. To approve the changes in the Internet Use and Circulation Policies as recommended by the Policy Committee.

Internet Use Policy

Children and the Internet: Minor children ages 10 to 18 must have parental permission to use Internet workstations or view materials on the workstations. Children under the age of 10 may use Internet workstations only when accompanied by a parent or guardian. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be savvy Internet users and monitor their children's use of the Internet. The Library staff cannot determine what a parent will consider appropriate for his/her child.

The KIDS CAT gives children access to specially selected Internet websites oriented to children's needs. Research computers give access through the Internet to INSPIRE and other online databases. Genealogy computers allow access to the Internet for genealogical research. Both KIDS CAT and research computers are accessible to all patrons. (Change previous sentence to read: KIDS CAT, genealogy and research computers are accessible to all patrons.) Parental consent is not required for minors.

Rules for Usage: JCPL has the right to set and enforce rules concerning the use of the Internet and to change those rules at any time, without notice. The user is expected to abide by the following rules:

Internet Use Policy (for employees)

The Internet Use Policy, as stated above, applies to both patrons and employees, including the prohibition against instant messaging. The following additional provisions apply specifically to employees.

Circulation Policy

Jasper County Public Library

Library Cards

Library Hours

Loan Periods

Fines and Fees

<u>Lost cd or cd-rom jewel case:</u>	\$2.00 per case; \$2.50 per case at DeMotte
<u>Lost or damaged pamphlets:</u>	\$1.00 per item plus \$1.00 processing fee
<u>Lost or damaged CD ROMs:</u>	Original retail cost of item plus \$10.00 processing fee
<u>Lost or damaged CD ROM</u> <u>user's guide,notebook:</u>	\$5.00 for first item, \$10 for more than 1 item
<u>Lost or damaged magazine:</u>	Original retail cost of item plus \$3.00 processing fee
<u>Other lost or damaged materials:</u>	Original retail cost of item plus \$5.00 processing fee.

Other Circulation Services

7/96; last updated 6/02; 2/03; draft 6/03

JCPL FINANCIAL STATEMENT

May 31, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$107,746.18	\$595,130.20	\$253,231.88	\$271,555.96	\$439,502.79
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$26.00	\$0.00	\$26.00	\$0.00
Gift Fund	\$2,082.31	\$300.52	\$1,697.50	\$278.12	\$3,156.27	\$3,541.08
DeMotte	\$521.64	\$202.18	\$643.72	\$184.47	\$688.51	\$566.43
Rensselaer	\$1,450.63	\$48.62	\$760.73	\$43.65	\$2,118.80	\$2,808.70
Wheatfield	\$110.04	\$49.72	\$293.05	\$50.00	\$348.96	\$165.95
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$77.30	\$371.46	\$93,709.17
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$0.00	\$0.00	\$0.00	\$60,181.32
Includes Investments of:						
al Projects Fund	\$381,110.99	\$5,855.00	\$20,369.63	\$410.58	\$2,398.06	\$363,139.42
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$505.00	\$1,010.00	\$30.00	\$1,010.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,450.31	\$26,989.92	\$5,450.31	\$26,989.92	\$0.00
FICA Tax Collected	\$0.00	\$4,848.52	\$23,981.99	\$4,848.52	\$23,981.99	\$0.00
State Tax Collected	\$1,928.96	\$2,176.81	\$10,443.18	\$2,169.11	\$10,683.33	\$2,169.11
County Tax Collected	\$535.57	\$581.63	\$2,823.74	\$580.65	\$2,868.82	\$580.65
Deferred Comp.	\$0.00	\$4,376.34	\$21,805.92	\$4,376.34	\$21,805.92	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,012.13	\$19,547.89	\$4,012.14	\$19,547.94	\$0.05
Employee Health/Life Insur.	\$0.00	\$17.80	\$94.00	\$17.80	\$94.00	\$0.00
Employee P.E.R.F.	\$6,593.63	\$0.00	\$13,428.72	\$2,254.74	\$11,271.94	\$4,436.85
Credit Union	\$0.00	\$800.00	\$3,450.00	\$800.00	\$3,450.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$136,670.24	\$740,798.69	\$278,537.49	\$399,211.61	\$967,470.44

Bank Balances

Jasper County Public Library

Report as of: 5/31/2003

<i>Bank</i>		
1	Peoples State Bank	\$860,379.27
2	Demotte State Bank	\$13,172.00
3	Lafayette Bank & Trust-LIRF	\$93,709.17
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$967,470.44</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 5/1/2003 To 5/30/2003

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$20,908.39	\$29,427.61	41.5
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$59,694.75	\$295,323.04	\$425,025.96	41.0
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,501.63	\$16,800.39	\$29,639.61	36.2
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,848.52	\$23,981.99	\$36,050.01	39.9
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$2,316.32	(\$966.32)	171.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$17,927.28	\$16,727.72	51.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,070.25	\$19,814.71	\$26,254.29	43.0
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$87.69	\$312.31	21.9
Subtotal	\$959,631.00		\$959,631.00	\$76,309.83	\$397,159.81	\$562,471.19	41.4
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$801.80	\$4,126.75	\$4,273.25	49.1
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$21.29	\$1,698.20	\$2,301.80	42.5
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$91.84	\$1,283.75	\$2,216.25	36.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$14.55	\$738.75	\$461.25	61.6
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$23.99	\$51.35	\$348.65	12.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$136.09	\$5,461.69	\$7,173.50	43.2
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$66.66	\$83.34	44.4
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$1,089.56	\$14,255.55	\$17,229.64	45.3
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$608.00	\$1,752.49	\$4,247.51	29.2
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$287.69	\$1,988.49	\$5,011.51	28.4
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$938.00	\$2,139.95	\$2,980.25	41.8
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$747.12	\$2,660.98	\$4,339.02	38.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$356.40	\$3,292.49	\$4,707.51	41.2
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$180.58	\$671.21	\$2,828.79	19.2
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$0.00	\$2,261.50	\$9,588.50	19.1
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$471.20	\$1,328.80	26.2
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$360.40	\$189.60	65.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$9,269.25	\$26,205.75	26.1
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$1,440.03	\$15,865.79	\$11,134.21	58.8
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$3,348.62	\$15,666.81	\$27,333.19	36.4
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$59.85	\$371.50	\$628.50	37.1
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$188.35	\$1,065.50	\$1,334.50	44.4
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$1,456.49	\$15,457.64	\$40,567.36	27.6
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$230.78	\$273.96	\$1,726.04	13.7
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$147.75	\$102.25	59.1
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,639.55	\$95.45	94.5
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$242.31	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,721.52	\$13,254.43	\$39,459.57	25.1
Subtotal	\$455,969.00	(\$68,879.80)	\$387,089.20	\$11,815.69	\$89,310.01	\$297,779.19	23.1

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$500.00	\$68,500.00	0.7
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$4,425.06	\$9,968.72	\$4,997.00	66.6
4.51 BOOKS	\$131,945.00	\$0.00	\$131,945.00	\$9,560.19	\$42,497.00	\$89,448.00	32.2
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$867.76	\$16,377.95	\$5,622.05	74.4
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$3,678.09	\$25,061.16	\$37,138.84	40.3
Subtotal	\$227,434.00	\$72,676.72	\$300,110.72	\$18,531.10	\$94,404.83	\$205,705.89	31.5
Grand Total	\$1,674,434.00	\$3,882.11	\$1,678,316.11	\$107,746.18	\$595,130.20	\$1,083,185.91	35.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2003	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,676.72	Encumbered from 2002 per Bd. Approval 12/30/02.
3/10/2003	100 OPERATING FUND	3.22 POSTAGE	\$52.61	UPS charges reimbursed on A/R #72, #81 & #86
4/14/2003	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$85.19	Library Book Bags reimbursed on A/R #188
4/14/2003	100 OPERATING FUND	3.22 POSTAGE	\$67.59	UPS charges reimbursed on A/R #61 & #62
5/12/2003	100 OPERATING FUND	4.1 LAND	\$69,000.00	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$69,000.00)	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$242.31	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.97 INTERVIEWING & MOVING EXP.	(\$242.31)	Per Board Approval Mtg.-May 12, 2003

Voucher List
Jasper County Public Library

Report Date: From 5/1/2003 To 5/31/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
21923	359	ACE HARDWARE	5/12/2003	Toilet Seat replacement-DeM. Lib.	\$23.99
21924	360	ADVANCED IMAGING SOLUTI	5/12/2003	5622 Lanier Copier & Stand, Surge Protector, 1 yr. Maintenance Agreement-DeM. Lib.	\$4,988.00
21925	361	ALLDATA	5/12/2003	Database subscription (vehicle repairs)	\$1,500.00
21926	362	AMBER PULLINS	5/12/2003	ILF Expenses	\$7.04
21927	363	ANNE-MARIE EGAN	5/12/2003	Mileage-Wh. Public Mtg., ILF Conference	\$87.48
21928	364	AUSTIN BOOK SALES	5/12/2003	Opportunities in..books	\$71.18
21929	365	BAKER & TAYLOR	5/12/2003	Books, Continuations, Gift Books, Books-on-Tape, Non- Print, Lib. Supply	\$6,827.78
21930	366	BBC AUDIOBOOKS AMERICA	5/12/2003	Audiobook	\$17.98
21931	367	CAPSTONE PRESS	5/12/2003	Books	\$307.31
21932	368	CARESS GARTEN	5/12/2003	Author Series Program, 4/28/03-Rens. Lib.	\$25.00
21933	369	CHARLOTTE FAGEN	5/12/2003	Book, Mileage	\$48.26
21934	370	CHILD'S WORLD	5/12/2003	Children Books	\$390.64
21935	371	CULLIGAN	5/12/2003	MAY Water Cooler Rental-Wh. Lib.	\$9.95
21936	372	DAVID ZIESE	5/12/2003	Replace lavatory faucet cartridge-Men's Washroom (Rens.)	\$66.84
21937	373	DAVIDSON TITLES INC.	5/12/2003	Books	\$999.41
21938	374	DEMCO	5/12/2003	Norbond Adhesive, Bk Cleaner, Laminate, Titan Book ends	\$66.14
21939	375	DEMCO MEDIA	5/12/2003	Spanish Books	\$131.27
21940	376	DIANA KOOY	5/12/2003	Mileage-Counterparts Mtg., Database Committee Mtg., Bank Deposit, Mgmt Mtg. & Related Expenses	\$63.78
21941	377	FASE'S WATER TREATMENT	5/12/2003	Redout	\$61.50
21942	378	GAIL JUNG	5/12/2003	Mileage-& Related Expenses=Budget Workshop, Excel Workshop,	\$166.76
21943	379	GALE GROUP	5/12/2003	Ency/Associations; Something about Author; Directory/Publ of Broadcast Media Update Books	\$298.15
21944	380	GATEWAY LEARNING CORPO	5/12/2003	Hooked on Phonics Book	\$30.00
21945	381	GAYLORD BROS.	5/12/2003	World Globe-Rens. Lib.	\$48.62
21946	382	HERITAGE OFFICE PRODUCT	5/12/2003	Copier Drum-1560 (DeM. Lib.)	\$117.94
21947	383	HOOVER'S, INC.	5/12/2003	Internet Database Subscription, 4/17/03-4/17/04	\$995.00
21948	384	INCOLSA	5/12/2003	Developing Digital Projects Workshop, 4/30/03, K. Weed	\$50.00
21949	385	INGRAM	5/12/2003	Paperbacks	\$61.48
21950	386	INSPIRATIONAL DISTRIBUTOR	5/12/2003	Christian Books	\$113.39
21951	387	JACKIE SAXON	5/12/2003	ILF Expenses	\$6.51
21952	388	JEAN KALUF	5/12/2003	Mileage-School Visits	\$11.52
21953	389	JILL TACHTIRIS	5/12/2003	ILF Mileage & Parking	\$87.52
21954	390	KEM'S TRUSTWORTHY HARD	5/12/2003	Concrete Mix & Hardware for outdoor bench base-Rens. Lib.	\$14.55
21955	391	LANDMARK AUDIOBOOKS	5/12/2003	Audiobooks, Replacement tapes	\$81.20
21956	392	LISA DAVIS	5/12/2003	ILF Mileage & Related Expenses	\$87.51
21957	393	LYNN DAUGHERTY	5/12/2003	ILF & Director's Mtg. Related Expenses	\$211.66
21958	394	MANUFACTURERS' NEWS, IN	5/12/2003	Indiana Manufacturer's News Directory	\$132.95
21959	395	MARIANNE SAYLER	5/12/2003	Mileage-Bd. Mtg @ Wh. Lib.	\$15.84
21960	396	MARSHALL CAVENDISH CORP	5/12/2003	Books	\$355.51
21961	397	NORTH AMERICAN ENTERPRI	5/12/2003	ZigZag/Slant Back DVD Shelf	\$109.06
21962	398	PATRICK R. OATIS	5/12/2003	Sign Language Programs-Wheat & Rens	\$505.00
21963	399	PATTY STRINGFELLOW	5/12/2003	Mileage & Expenses-Brd Mtg., Prog. Cntrprts & Budget Wrkshp	\$53.09
21964	400	POSTMASTER GENERAL	5/12/2003	Stamps: 2000-37; 60-\$1;100-60;100-23;100-45;200-5	\$938.00
21965	401	PRECISION CONTROL SYSTE	5/12/2003	Prev. Mtnce.;pump coupling, controller, valve body, linkage, valve actuator-Rens	\$766.49

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
21966	402	PROQUEST INFORMATION & L	5/12/2003	KV Post News on Microfilm;1/1/00-12/31/02 Demotte	\$344.76
21967	403	QUILL	5/12/2003	Ink Cartridges,highlighters,screen cleaner,envelopes,scissors	\$709.40
21968	404	RECORDED BOOKS, LLC	5/12/2003	Audiobooks-Dem	\$264.80
21969	405	REGENT BOOK CO., INC.	5/12/2003	Continuations-BH & G Decorating,Traditional Home	\$43.61
21970	406	RELIABLE EXTERMINATORS, I	5/12/2003	Quarterly Maintenance-Rens	\$150.00
21971	407	POWERKIDS PRESS	5/12/2003	Books	\$259.32
21972	408	ROURKE PUBLISHING GROUP	5/12/2003	Books	\$245.30
21973	409	S & S WORLDWIDE, INC	5/12/2003	Children's Program Supplies-Paper Mache Frames;D	\$35.89
21974	410	SECURITY COURIERS CORP.	5/12/2003	Transport Service 4/4/03 - 5/2/03	\$1,049.52
21975	411	SHEILA MAXWELL	5/12/2003	Mileage & Expenses-NICCL & branches	\$213.05
21976	412	SILLY SAFARI SHOWS, INC.	5/12/2003	Summer Reading Program 6/10/03;Dem	\$250.00
21977	413	T. J. CUSTOM SERVICES	5/12/2003	Snow Removal 3/6/03	\$40.00
21978	414	TASTE OF HOME BOOKS	5/12/2003	2003 Annual Recipes-Rens	\$23.90
21979	415	THE LIBRARY CORPORATION	5/12/2003	Windows 2000 Licenses-10	\$90.00
21980	416	THE TIMES-	5/12/2003	Annual Subscription 6/03 - 6/04;Wheat	\$204.00
21981	417	TROYER GROUP, INC.	5/12/2003	Professional Architect Services MAR '03	\$6,098.00
21982	418	TYSEN'S COUNTRY GROCERY	5/12/2003	Adult Program Supplies-Dem	\$13.96
21983	419	VIKING OFFICE PRODUCTS	5/12/2003	Color Copy Paper	\$85.50
21984	420	WAL-MART COMMUNITY BRC	5/12/2003	Video's, DVD's, Pledge,Clorox wipes, Ext. cords, step stool	\$558.81
21985	421	WALL STREET JOURNAL	5/12/2003	2 year subscription,7/03 - 7/05;Wheat	\$319.00
21986	422	WORKER TRAINING FUND	5/12/2003	Worker Training Assessment 2003	\$242.31
21987	423	BROWN'S GARDEN & FLORAL	5/12/2003	4 Mowings-4/9, 4/16, 4/23, 4/30;Rens	\$500.00
0	424	PAYROLL	5/9/2003	PAYROLL	\$33,646.78
21988	425	ANTHEM BLUE CROSS AND B	5/9/2003	Health Insurance Premium May '03	\$7,880.88
21989	426	ING	5/9/2003	Deferred Comp. Withheld from Payroll 9 May 03-11 Participants	\$2,188.17
21990	427	LA-PORTER FEDERAL CREDIT	5/9/2003	Withheld from Payroll 9 May 03-Jung, Stringfellow, Davis	\$400.00
21991	428	PLATINUM PLUS FOR BUSINE	5/9/2003	Labels, Books, Laptop repairs	\$79.90
21992	429	SPRINT	5/9/2003	Rens. Payphone May '03	\$51.18
21993	430	TOWN OF DEMOTTE	5/9/2003	MAR '03 Sewer Service-Demotte	\$62.70
21994	431	TOWN OF WHEATFIELD SEW	5/9/2003	MAY '03 Sewer Service-Wheatfield	\$41.05
0	432	INTERNAL REVENUE SERVICE	5/12/2003	FICA & FED Taxes Withheld from Payroll 9 MAY '03	\$7,562.17
0	433	INDIANA DEPARTMENT OF RE	5/20/2003	State & Local Tax Withheld APR '03	\$2,758.44
0	434	PAYROLL	5/23/2003	PAYROLL	\$33,744.28
21995	435	ANTHEM LIFE	5/23/2003	June Premiums-24 employees	\$112.50
21996	436	CITY OF RENSSLAER	5/23/2003	Rens. Utilities-4/9-5/9/03	\$1,962.71
21997	437	ING	5/23/2003	IN Deferred Comp. Withheld from 23 MAY 03 Payroll	\$2,188.17
21998	438	LA-PORTER FEDERAL CREDIT	5/23/2003	Withheld from 23MAY03 Payroll-Jung, Davis, Stringfellow	\$400.00
21999	439	NIPSCO	5/23/2003	Utilities-4/9-5/12/03 -Whtfld Lib.	\$705.02
22000	440	SPRINT	5/23/2003	Wh. Local Phones-May '03	\$138.94
22001	441	SPRINT	5/23/2003	Long Distance Phone Service-4/8-5/7/03	\$97.57
0	442	INTERNAL REVENUE SERVICE	5/27/2003	EFT - FICA & FED Tax Withheld from Payroll 23 MAY 03	\$7,585.18
22002	443	AFLAC	5/27/2003	Withheld from Payroll- Supplemental Insurance-June Pymt.	\$106.80
22003	444	NIPSCO	5/27/2003	Utilities-DeM. 4-16-5/16 or 5/19/03	\$2,265.37

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$136,670.24

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, May 31, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$136,670.24

Date this 9th day of June, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

May 31, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,305.35	\$13,456.19
DeMotte	\$788.04	\$5,011.29		
Rensselaer	\$1,017.29	\$5,633.27		
Wheatfield	\$500.02	\$2,811.63		
PHOTOCOPIES:			\$551.78	\$3,151.83
DeMotte	\$237.45	\$1,324.25		
Rensselaer	\$231.13	\$1,378.78		
Wheatfield	\$83.20	\$448.80		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$499.06	\$4,463.74
Checking/Repurchase/Savings	\$499.06	\$4,463.74		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$249,790.50	\$249,790.50
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$225,295.00	\$225,295.00		
Local Option/Property Tax Repl.	\$24,495.50	\$24,495.50		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$85.19	\$639.70
Insurance	\$0.00	\$0.00		
Rebates/Refund	\$0.00	\$83.58		
Postage	\$0.00	\$120.50		
Reimbursements,PFEED	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$85.19	\$85.19		
Telephone refund	\$0.00	\$0.00		
TOTAL OPERATING FUND RECEIPTS.....			\$253,231.88	\$271,555.96
PLAC FUND:			\$0.00	\$26.00
GIFT FUNDS:			\$278.12	\$3,156.27
DeMotte	\$184.47	\$688.51		
Rensselaer	\$43.65	\$2,118.80		
Wheatfield	\$50.00	\$348.96		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$77.30	\$371.46
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$0.00
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$410.58	\$2,398.06
Interest Earned	\$410.58	\$2,398.06		
Property Tax	\$0.00	\$0.00		
License Excise Tax	\$0.00	\$0.00		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$30.00	\$1,010.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$254,027.88	\$278,517.75

WITHHOLDING ACCOUNT FUNDS:

			\$24,509.61	\$120,693.86
FIT Tax Collected	\$5,450.31	\$26,989.92		
FICA Collected	\$4,848.52	\$23,981.99		
State Tax Collected	\$2,169.11	\$10,683.33		
County Tax Collected	\$580.65	\$2,868.82		
Deferred Comp Plan	\$4,376.34	\$21,805.92		
#125 Pre-tax Plan	\$4,012.14	\$19,547.94		
Life/Health Insurance	\$17.80	\$94.00		
PERF	\$2,254.74	\$11,271.94		
Credit Union	\$800.00	\$3,450.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$278,537.49	\$399,211.61

Voucher List
Jasper County Public Library

Report Date: From 6/1/2003 To 6/9/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22004	446	ANNE-MARIE EGAN	6/9/2003	Mileage-NILBA Dinner Mtg.	\$34.20
22005	447	BAKER & TAYLOR	6/9/2003	Books, Continuations, Gift Bks, A-V	\$7,793.04
22006	448	BANK ONE TRUST COMPANY,	6/9/2003	Bond Payment-June '03 (Interest)	\$50,860.00
22007	449	BARNES & NOBLE	6/9/2003	Books, Audiobooks	\$335.66
22008	450	CAREER TRACK INC.	6/9/2003	Workshop-Self Discipline & Emotional Control, K.Mays, 6/27/03	\$129.00
22009	451	CENTRAL STATES SALES CO	6/9/2003	Track Lights, Outdoor Bulbs	\$67.56
22010	452	CHEMSEARCH	6/9/2003	HVAC Maintenance supplies-Dem & Rens. Lib.	\$835.50
22011	453	CULLIGAN	6/9/2003	Water Cooler Rental & Water-Wh. Lib.-June	\$59.45
22012	454	DELL MARKETING L.P.	6/9/2003	24X, CD-Rom Drive for Dell Laptop	\$47.00
22013	455	DEMCO	6/9/2003	CD-Rom cases, Adhesive, Book Pockets, Reading Level Labels, Book Tape	\$232.77
22014	456	DIANE KROS	6/9/2003	Mileage-Bank Deposits, StoryTime Visits, A-V Shop Trip	\$36.00
22015	457	EDUCATIONAL PUBLISHERS	6/9/2003	Book	\$22.25
22016	458	GAIL JUNG	6/9/2003	Rensselaer Petty Cash	\$27.59
22017	459	GALE GROUP	6/9/2003	Something About Author Series	\$128.27
22018	460	H. W. WILSON COMPANY	6/9/2003	Reader's Guide Subsc., 7/03-6/04	\$337.00
22019	461	HERITAGE OFFICE PRODUCT	6/9/2003	Mita #2355 Copier Mtnc Contract-Wh. Lib.	\$777.30
22020	462	HIGHSMITH CO. INC.	6/9/2003	Bibliofile Label Sets	\$98.40
22021	463	HP PRODUCTS CORP.	6/9/2003	Vacuum Bags & Brushes	\$86.64
22022	464	HRS USA	6/9/2003	Software & DVD	\$47.98
22023	465	IDOC/ERO - PFEET	6/9/2003	Qtly Pymt-July'03- Facilities Energy Efficiency Repairs	\$2,402.97
22024	466	INCOLSA	6/9/2003	McGraw-Hill Access Science On-Line Database, 7/1/03- 6/30/04	\$364.00
22025	467	INFO USA MARKETING, INC.	6/9/2003	Indiana Business Directory	\$1,090.00
22026	468	INGRAM	6/9/2003	Paperbacks	\$97.54
22027	469	INSPIRATIONAL DISTRIBUTOR	6/9/2003	Christian Books	\$143.27
22028	470	JACKIE SAXON	6/9/2003	Mileage-Scholastic Warehouse Book Sale	\$87.12
22029	471	JEAN KALUF	6/9/2003	Mileage-StoryTime Visits	\$6.12
22030	472	JENNIFER L. EVERS	6/9/2003	Mileage-OVGTSL Mtg. & Related Expenses	\$173.07
22031	473	K.V.ELECTRIC	6/9/2003	Replace Parking Lot Pole Light-DeM. Lib.	\$84.00
22032	474	JERRY D. BURCHARD	6/9/2003	The Old Tale Trader- Summer Reading program-DeM. Lib.	\$125.00
22033	475	KANKAKEE VALLEY POST NE	6/9/2003	Newspaper Subsc-Wh. Lib. 7/03-7/04	\$43.00
22034	476	KATHRYN WEED	6/9/2003	Mileage-Incolsa Workshops	\$144.00
22035	477	KEITH EVANS	6/9/2003	Bubbleologist -Summer Reading Programs	\$225.00
22036	478	KOLORTECH, INC.	6/9/2003	3' fluorescent tubes	\$229.82
22037	479	LYNN DAUGHERTY	6/9/2003	Books & Budget Mtg. Expenses	\$56.74
22038	480	MARSHALL CAVENDISH CORP	6/9/2003	Discovering Cultures Books, Ency/ Health	\$402.00
22039	481	MARY MOLENAAR	6/9/2003	ILF Expense	\$6.72
22040	482	MicroWAREHOUSE	6/9/2003	KVM Switch Cable Kit	\$21.95
22041	483	Midwaynet.net	6/9/2003	Jun'03 Wireless Connection	\$172.20
22042	484	NORTHSTAR AUDIOBOOKS, I	6/9/2003	Replacement Audiobook	\$5.00
22043	485	NORTHWESTERN INDIANA TE	6/9/2003	Telephone, local -DeM. Lib. June '03	\$87.53
22044	486	OLLIS BOOK CORPORATION	6/9/2003	Ch. Books	\$2,995.95
22045	487	PATTY STRINGFELLOW	6/9/2003	Mileage-Mgmt Mtg., IOLUG Spring Mtg., Budget Workshop	\$116.64
22046	488	PEGGY WOODS	6/9/2003	OVGTSL Mtg. Expenses	\$6.94
22047	489	PLATINUM PLUS FOR BUSINE	6/9/2003	Ch. Crafts, OVGTSL Hotel Accom., Bk Ship Chg's	\$289.19
22048	490	POST TRIBUNE	6/9/2003	Newspaper Subsc. 6/6/03-6/5/04-Wheatfield Lib.	\$156.00
22049	491	PRECISION CONTROL SYSTE	6/9/2003	2nd Qtr.'03 Mtnc-DeM & Rens. Lib.	\$1,115.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22050	492	QUALITY LASER TECHNOLOGI	6/9/2003	LaserJet Cartridges & Jet Pak (Inkjet Remfg Cartridges)	\$173.80
22051	493	QUILL	6/9/2003	Index Cards, Ring Binder, ID Tape, Pens, Scissors, Self-Stick Notes, Copy Paper, TP, Kleenex Paper Towels, M-Fold Towels	\$721.86
22052	494	RECORDED BOOKS, LLC	6/9/2003	Books-on-Tape	\$316.00
22053	495	REGENT BOOK CO., INC.	6/9/2003	BH&G Decorating, Kitchen & Bath Ideas, Home Remodeling & Decorating-Summer ed.	\$55.08
22054	496	RENSSELAER REPUBLICAN	6/9/2003	DeM. Newspaper Subsc. 6/1/03-5/31/04	\$110.00
22055	497	SAUDER MANUFACTURING C	6/9/2003	Four 3-Position Plylok chairs	\$684.00
22056	498	SECURITY COURIERS CORP.	6/9/2003	Courier Service b/w branches, 5/2-5/30/03	\$1,044.36
22057	499	SILLY SAFARI SHOWS, INC.	6/9/2003	Jungle John Silly Safari Show-Summer Rdg. Prog.-Wh. & Rens. 6/18/03	\$450.00
22058	500	SPRINT YELLOW PAGES	6/9/2003	Qtly Directory Charges-(Jun,Jul,Aug)	\$225.75
22059	501	SUNCOAST #3009	6/9/2003	DVD's	\$94.43
22060	502	TIM RAYN	6/9/2003	Magic Show-Summer Reg. Prog- Rens & Wh. Libraries	\$550.00
22061	503	TOWN OF WHEATFIELD SEW	6/9/2003	Sewer Service-June '03 Wh. Lib.	\$41.05
22062	504	TROYER GROUP, INC.	6/9/2003	Prof. Services office expenses	\$101.00
22063	505	TRU-GREEN CHEMLAWN	6/9/2003	Crab Tree Pro-Active Treatment @ DeM. Lib.	\$51.00
22064	506	UNIQUE MANAGEMENT SERVI	6/9/2003	Crab Tree Treatment @ DeM. Lib.	\$208.71
22065	507	WAL-MART COMMUNITY BRC	6/9/2003	Clock, Broom, Flashlights, Ch. Crafts, Clorox Wipes (Bk. Cleaning)	\$76.24

Total Amount of Claims \$77,505.66

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, June 03, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$77,505.66

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 7/1/2003 To 7/14/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22086	532	ALCO DISCOUNT STORE #290	7/14/2003	YA Craft supply-DeM. Lib.	\$7.16
22087	533	AMAZON.COM CREDIT	7/14/2003	Books	\$58.11
22088	534	BAKER & TAYLOR	7/14/2003	Books, Gift Books, A-V, Continuations	\$8,419.05
22089	535	BAKER & TAYLOR ENTERTAIN	7/14/2003	Videos	\$211.14
22090	536	BOILER & PRESSURE VESSEL	7/14/2003	Re-Inspection @ DeM. Lib.	\$57.00
22091	537	BROWN'S GARDEN & FLORAL	7/14/2003	Lawn Mowing-May'03, Rens. Lib.	\$500.00
22092	538	CHIEF, CDS	7/14/2003	Marc 21 Concise-2002 ed.	\$40.00
22121	539	CHEMSEARCH	7/14/2003	Boiler Chemical freight charges	\$48.80
22122	540	CHESTER TECHNOLOGIES	7/14/2003	MS Office XP Pro License	\$63.00
22123	541	CULLIGAN	7/14/2003	July '03 Water Cooler Rental-Wh. Lib.	\$9.95
22124	542	D & J LAWN CARE, INC.	7/14/2003	Dem. Lib. Lawn care & Mowing, 4/23-6/17/03	\$575.00
22125	543	DEMCO	7/14/2003	Book Jacket covers, Audiocassette cases	\$544.38
22126	544	DEMOTTE CHAMBER OF COM	7/14/2003	Chamber dues-7/03-7/04	\$85.00
22127	545	DIANA KOOY	7/14/2003	Mileage-Bank Deposits, meetings.	\$60.48
22128	546	EDUCATION ON WHEELS, INC	7/14/2003	Children Books-DeM.	\$1,747.47
22129	547	ELTON E. HUMMEL	7/14/2003	Summer Reading Program-Beauty & the Beast @ Rens & Wh. Lib., 6/11/03	\$500.00
22130	548	FACTS ON FILE, INC.	7/14/2003	Personal Forms, Business Forms on File	\$317.79
22131	549	FASE'S WATER TREATMENT	7/14/2003	Redout-DeM. Water softner	\$82.00
22132	550	GALE GROUP	7/14/2003	Something About Author, Country World Leaders, Info Press series-Continuation Books	\$1,242.16
22133	551	GATEWAY LEARNING CORPO	7/14/2003	Hooked on Phonics-letters	\$7.50
22134	552	GIESLER ELECTRIC, INC	7/14/2003	Repair Outside lights-DeM. Lib.	\$126.00
22135	553	GLENDA BROWN	7/14/2003	Delphi Historical Society trip expense	\$5.62
22136	554	GOODWIN FIRE EQUIPMENT,	7/14/2003	Fire Extinguisher Inspections-Dem. & Rens. Lib.	\$40.00
22137	555	HERITAGE OFFICE PRODUCT	7/14/2003	Columnar Pad, UPS Charges	\$12.27
22138	556	HERRMAN & GOETZ, INC.	7/14/2003	Change Ballasts and light-Rens. Lib.	\$270.84
22139	557	HRS USA	7/14/2003	DVD, VHS, Software	\$901.34
22140	558	INCOLSA	7/14/2003	Workshop- Storytime Yr./Preschoolers; OnLine Dict. of Art annual subsc.	\$1,216.00
22141	559	INDIANA DEPT.OF WORKFOR	7/14/2003	Workman's Comp-2nd Qtr. Payment 2003	\$81.73
22142	560	INGRAM	7/14/2003	Paperback books	\$18.53
22143	561	JASPER COUNTY HOSPITAL	7/14/2003	DeM. Lib. Water analysis	\$15.00
1030	562	JASPER COUNTY PUBLIC LIB	7/14/2003	Bank Transfer- From DeMotte State Bank to Peoples State Bank	\$15,000.00
22144	563	JENNIFER L. EVERS	7/14/2003	Mileage-Inventory; Mgmt Mtg.	\$23.76
22145	564	JILL TACHTIRIS	7/14/2003	Book-Twisters..	\$9.88
22146	565	JOSEPH WHITE	7/14/2003	Balloon Program @ Dem. Lib. 6/24/03	\$50.00
22147	566	KATHRYN WEED	7/14/2003	Mileage-Database Comm. Mtg.	\$15.84
22148	567	KRISTINE L.MAYS	7/14/2003	Mileage-Workshop (Lafayette)	\$33.84
22149	568	LANDMARK AUDIOBOOKS	7/14/2003	Audiocassettes	\$281.42
22150	569	LA OLA LATINO AMERICANA	7/14/2003	Spanish Newspaper subscr. 6/27/03-6/26/04 (100 copies)	\$200.00
22151	570	LEISURE ARTS	7/14/2003	Spirit of Christmas series-Continuations	\$29.91
22152	571	LIBRARY STORE, INC.	7/14/2003	Classification labels-Mystery, Fantasy	\$14.86
22153	572	LINDA THOMPSON	7/14/2003	Mileage-reference counterparts	\$21.60
22154	573	LISA DAVIS	7/14/2003	Adult Program supplies-key rings; Mileage-Basic Literacy Mtg.	\$17.12
22155	574	LYNN DAUGHERTY	7/14/2003	Mileage-Library visits- Wh. Bldg. Project; Mgmt & Board Mtgs.	\$132.48
22156	575	MARK OPOLSKI	7/14/2003	DVD Browser for Wh. Lib.	\$12.75

Printed on Tuesday, July 08, 2003

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22157	576	MARY MOLENAAR	7/14/2003	Mileage & Expenses-Incolsa (Marc Records) Workshop	\$69.57
22158	577	MIDWEST TAPE	7/14/2003	VHS's	\$247.61
22093	578	NORTHSTAR AUDIOBOOKS, I	7/14/2003	Audiobooks	\$175.00
22094	579	M W INSURANCE AGENCY	7/14/2003	Boiler Policy, 4/16/03-4/16/04	\$820.00
22095	580	PATTY STRINGFELLOW	7/14/2003	Mileage-Delphi Historical (Milroy) trip; Library Visits-Wh. Bldg. Proj.	\$38.16
22096	581	POSTMASTER GENERAL	7/14/2003	Postage Stamps: 200-10cent; 200-5c; 100-\$1; 100-83c; 100-60c; 2000-37c; 25 Postcards	\$1,019.00
22097	582	POST TRIBUNE PUBLISHING, I	7/14/2003	Newspaper subscription-7/3/03-04, DeMotte Lib.	\$156.00
22098	583	PUBLIC EMPLOYEES' RETIRE	7/14/2003	2nd Quarter Payment-PERF	\$15,374.79
22099	584	QUALITY LASER TECHNOLOG	7/14/2003	Print Cartridges-HP6578A	\$226.46
22100	585	QUILL	7/14/2003	Construction Paper, Wiggle Eyes, Ass't Craft Buttons, Removable & Folder Labels, Copy Paper	\$71.18
22101	586	REBECCA GIBSON	7/14/2003	Counterpart Mtg. expenses, Mousepad, Display flowers, brochure holders, organizers, etc.	\$102.09
22102	587	RECORDED BOOKS, LLC	7/14/2003	Audiocassettes	\$133.60
22103	588	REGENT BOOK CO., INC.	7/14/2003	BH&G Traditional Home series	\$12.04
22104	589	RELIABLE CORPORATION	7/14/2003	Color Copy Paper, Diskettes	\$158.70
22105	590	RENSSELAER REPUBLICAN	7/14/2003	Home Ed. Ad; Bond ads: Notice of Prelim Hearing; Notice to Adopt Prelim.Determination	\$142.54
22106	591	SAINT JOSEPH COLLEGE	7/14/2003	Work Study Program-Kim Roberts, 2/14/03-5/23/03	\$131.18
22107	592	SCHIFFER PUBLISHING, LTD	7/14/2003	Books	\$32.55
22108	593	SECRETARY OF STATE	7/14/2003	Notary Bond-Kim Delger (Dem. Lib.)	\$5.00
22109	594	SECURITY COURIERS CORP.	7/14/2003	Courier Service-5/30-6/26/03	\$1,255.81
22110	595	SHERMAN SPECIALITY COMP	7/14/2003	Summer Reading Matl's-Rens. Ch.	\$59.38
22111	596	SIMPLEXGRINNELL LP	7/14/2003	Alarm System repairs - Battery Replacement, motherboard damage	\$510.60
22112	597	SPRINT	7/14/2003	Local phone service-Rens., Payphone, DataLine	\$659.66
22113	598	TOM KROOSWYK PLMBG, HT	7/14/2003	Furnace/Air Conditioner repairs @ Wh. Lib.	\$154.29
22114	599	TROYER GROUP, INC.	7/14/2003	Initial Payment on Architect contract-Wh. Bldg. Project	\$5,000.00
22115	600	TYSEN'S COUNTRY GROCER	7/14/2003	Teen Program supplies-Dem. Lib.	\$23.59
22116	601	UNIQUE MANAGEMENT SERVI	7/14/2003	Collections-Initial & Secondary placements-May & June '03	\$295.14
22117	602	USA TODAY	7/14/2003	Newspaper subsc-Wh. Lib. 8/4/03-04	\$119.00
22118	603	VERIZON	7/14/2003	Phone Directories	\$273.01
22119	604	VIKING OFFICE PRODUCTS	7/14/2003	Paper Roll Towels, M-Fold towels	\$243.40
22120	605	WAL-MART COMMUNITY BRC	7/14/2003	DVD, VHS, Music CD's, CD-Roms, Chlorox Wipes, Dots, Mtg Rm. Supply	\$1,792.06
0	606	PAYROLL	7/10/2003	PAYROLL	\$34,427.56
22159	607	INDIANA STATE LIBRARY	7/10/2003	Plac Card Sale-2nd Quarter (DeM. Lib.)-P.Mullins	\$26.00
22160	608	ANTHEM BLUE CROSS AND B	7/10/2003	July Health Ins.Premium-14 participants	\$7,932.60
22161	609	ING	7/10/2003	Withheld from 10 JUL 03 Payroll- Deferred Comp Plan	\$2,188.17
0	611	INTERNAL REVENUE SERVIC	7/11/2003	EFT-Federal & FICA Taxes Withheld from 10 JUL 03 Payroll, Ref #21595494	\$7,564.49
22162	612	LA-PORTER FEDERAL CREDIT	7/10/2003	Withheld from 10 JUL 03 Payroll-3 participants	\$400.00
22163	613	NORTHWESTERN INDIANA TE	7/10/2003	DeMotte Local Telephone Serv-July'03	\$139.52
22164	615	OOMS BROS. DISPOSAL SER	7/10/2003	Trash Service @ DeM. Lib - Jul, Aug, Sep'03	\$61.00
22165	616	PLATINUM PLUS FOR BUSINE	7/10/2003	Concert Stage, Book Fair books, summer reading prizes	\$631.99
22166	617	TOWN OF DEMOTTE	7/10/2003	Sewer Service @ DeM. Lib.-May 03	\$62.70
22167	618	TOWN OF WHEATFIELD SEW	7/10/2003	Sewer service @ Wh. Lib.-July'03	\$41.05

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$115,883.27

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, July 08, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of **\$115,883.27**

Date this 14 day of July, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JULY

AGENDA

**Jasper County Public Library Board Meeting
Monday, July 14, 2003, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of June board meetings (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)
- D. Policy review (R 9 - R 11)

General Business

- A. Meeting room policy (R 13)
- B. Building program revision (R 18)
- C. Filtering (R 17)

Action

Action

Action

Director's Report (R 17-R 20)

Discussion

Items for future Agendas

Public Forum

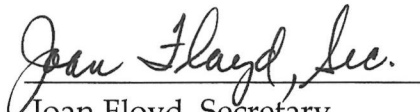
Adjournment

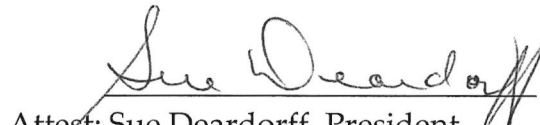
**Minutes of Special Meeting
Jasper County Public Library Board of Trustees
Rensselaer Library**

**June 23, 2003
7:00 PM**

The attached document, "Excerpts from Minutes of a Meeting of the Board of Trustees, Jasper County Public Library," describes the entire proceedings of the June 23, 2003 meeting. No other business was discussed. No other action was taken.

The Preliminary Determination Resolution (Exhibit A) was unanimously passed at the meeting on a motion by M. Crawford, seconded by M. Heinig. The Preliminary Bond Resolution (Exhibit B) was unanimously passed on a motion by M. Crawford, seconded by A-M Egan. Adjournment was on a motion by M. Crawford, seconded by A-M Egan.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

**EXCERPTS FROM MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES
JASPER COUNTY PUBLIC LIBRARY**

A meeting of the Board of Trustees of Jasper County Public Library was held at the Library, Rensselaer, Indiana, on June 23, 2003 at the hour of 7:00 p.m. (Local Time), pursuant to notice duly given in accordance with the rules of the Board.

The meeting was called to order by the President of the Board of Trustees.

On call of the roll, the members of the Board of Trustees were shown to be present or absent as follows:

Present: Sue Deardorff, Mark Heinig III, Joan Floyd, Mari Anne Sayler, Timothy Schultz, Anne-Marie Egan, and Mike Crawford

Absent: None

(Among other proceedings had and actions taken were the following:)

Sue Deardorff presided over the hearing welcoming everyone and introducing members of the Board and speakers.

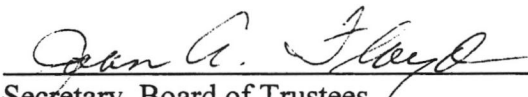
Ed Dumas explained the purpose of the meeting was that under Indiana Code 6-1.1-20-3.1 whenever a library proposes to issue bonds for the construction or renovation of library buildings the Library needs to hold a public hearing on its preliminary determination to issue such bonds. Notice of this public hearing was published in The Rensselaer Republican and the Kankakee Valley Post-News on June 12, 2003. The proofs of publication of the notice of the hearing were presented to the meeting.

It was explained that at this hearing all interested people may give testimony and/or ask questions concerning this building project. Sue Deardorff announced they would now hear

testimony and questions from the public. Questions and testimony were given by several patrons.

At the conclusion of the public testimony and question, Sue Deardorff made a recommendation to the Board to adopt the Preliminary Determination Resolution to issue bonds in order to construct a new library building in Wheatfield, Indiana. Upon a motion made and seconded to adopt the following resolution and a discussion by the Board, motion carried. (7 for; 0 against). The Board adopted the resolution attached hereto as Exhibit A and the resolution attached hereto as Exhibit B.

Upon a motion made and seconded the meeting adjourned.


Secretary, Board of Trustees

APPROVED:


President, Board of Trustees

EXHIBIT A
PRELIMINARY DETERMINATION RESOLUTION

WHEREAS the Jasper County Public Library (the "Library") has published notice of a preliminary determination hearing on June 12, 2003 in The Rensselaer Republican and the Kankakee Valley Post-News and mailed such notice to any organizations requesting such notice as provided in Indiana Code 6-1.1-20-3.1; and

WHEREAS, a preliminary determination hearing has been held in accordance with said notice and Indiana Code 6-1.1-20-3.1; now therefore,

BE IT RESOLVED that the Board of Trustees of the Library preliminarily determines to issue bonds for the construction of a new library building in Wheatfield, Indiana.

BE IT FURTHER RESOLVED that the bonds will have a maximum maturity of 15 years, a maximum principal amount of \$3,200,000 and estimated interest rates ranging from 1% to 6% resulting in total estimated interest costs of \$1,802,630. The purpose of the bonds is to provide for the construction of a new library building in Wheatfield, Indiana.

BE IT FURTHER RESOLVED that the Secretary of the Board of Trustees is hereby authorized and directed to publish the notice of this preliminary determination in accordance with Indiana Code 6-1.1-20-3.1.

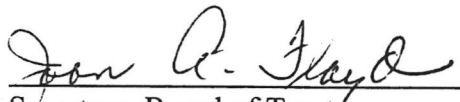
BE IT FURTHER RESOLVED that if a petition pursuant to I.C. 6-1.1-20-3.1 is filed, the Secretary of the Board of Trustees is hereby authorized to publish a notice of the applicability of the petition and remonstrance process pursuant to I.C. 6-1.1-20-3.2.

Passed and Adopted this 23rd day of June, 2003.



President, Board of Trustees

ATTEST:



Secretary, Board of Trustees

EXHIBIT B

PRELIMINARY BOND RESOLUTION

WHEREAS, Jasper County Public Library (the "Library") is a library organized and existing under the provisions of IC 20-14; and

WHEREAS, the Board of Trustees finds that the present facilities of the Library are not adequate to provide the proper library services to its patrons; and

WHEREAS, the Board finds that there are not sufficient funds available or provided for in existing tax levies with which to pay the total cost of the construction of a new library building in Wheatfield, Indiana (the "Project"), and that the Library should issue bonds in the amount of Three Million Two Hundred Thousand Dollars (\$3,200,000) for the purpose of providing funds to be applied on the Project, and that bonds in such amount should now be authorized; now therefore,

BE IT RESOLVED by the Board of Trustees of the Issuer that, for the purpose of obtaining funds to be applied on the cost of the Project, there shall be issued and sold the negotiable, general obligations of the Library to be designated as "General Obligation Bonds of 2004." Said bonds shall be in the principal amount of Three Million Two Hundred Thousand Dollars (\$3,200,000), bearing interest at a rate or rates not exceeding six percent (6%) per annum (the exact rate or rates to be determined by bidding), which interest shall be payable on January 15 and July 15 in each year. The bonds shall be fully registered in the denomination of Five Thousand Dollars (\$5,000) or integral multiples thereof, and shall mature serially on January 15 beginning July 15, 2005 through not later than January 15, 2020. The Bonds shall be redeemable on the dates and in the amounts as determined by the Issuer.

BE IT FURTHER RESOLVED that prior to the sale of said bonds at public sale, notice of such sale shall be published once each week for two (2) weeks in The Rensselaer Republican and the Kankakee Valley Post-News, the first of said publications to be at least fifteen (15) days prior to the date fixed for the sale of said bonds and the last at least three (3) days prior, and one time in the Court and Commercial Record, a newspaper published in the City of Indianapolis, Indiana. At the time fixed for the opening of bids, the Board or its designated committee shall meet, all bids shall be opened in the presence of the Board or such committee, and the award shall be made by the Board.

BE IT FURTHER RESOLVED by the Board of Trustees of the Issuer that the matter of appropriating the proceeds of the bonds authorized at this meeting be taken up for consideration as soon as notice of the hearing on said appropriation can be given as provided by law, and that the Secretary of the Board be and he hereby is directed to give notice of the public hearing to be held prior to the final action on such appropriation, which notice shall be published twice, one week apart, in The Rensselaer Republican and the Kankakee Valley Post-News; also, that said notice shall be posted in three (3) public places in the library district, and that such first publication and posting shall be made at least ten (10) days prior to the date set for such public hearing.

Passed and Adopted this 23rd day of June, 2003.



President, Board of Trustees

ATTEST:



Secretary, Board of Trustees

Minutes

Jasper County Public Library Board of Trustees
Rensselaer Library

June 9, 2003
7:00 PM

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Gail Jung.

Absent: Joan Floyd

Consent Agenda & Consent Agenda Items: On a motion by M. Heinig, seconded by T. Schultz, the minutes of the May Board Meeting, monthly bills and financial reports, salary ordinance update, workshop approval, the AV Equipment Loan, Video/DVD Policy as is and policy changes in the Internet Use Policy and Circulation Policy recommended by the Policy Committee were approved. Motion was unanimous.

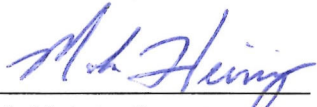
Wheatfield Building Project:

- Architect Contract: Attorney Ed Dumas explained the architect's role to design the building with the needs of the owner in mind, monitor the course and quality of work, analyze bids, and insure conformity to the contract documents. Scope of services will include everything except technology planning. On a motion by M. Crawford, seconded by T. Schultz, the board voted to accept the terms of contract with Troyer Group, Inc. as presented, including the attached Article 12. Vote was unanimous. This building project is a public works contract and as such we must accept low bid or show justifiable reason that the low bidder is irresponsible or irresponsive in some way. The library will also look into hiring a *Clerk of the Works* as early as January 2004, to be our representative and liaison for the project, keeping a journal of work progression, participating in progress meetings and alerting us to problems as they occur. The library director will investigate the need for a job performance bond or liability insurance for Clerk of the Works.
- Bond Counsel Contract: Ice Miller proposed to oversee the bond process, legal proceedings, and determine a timetable to satisfy the legal requirements in obtaining a bond. Their fee is projected to be \$9,000-11,000 plus up to \$1,000 for ancillary charges. M. Heinig moved, seconded by M. Crawford, to hire Ice Miller to serve as our bond counsel. Motion passed unanimously.
- Attorney Contract: A motion by T. Schultz, seconded by M. Crawford, to accept the contract submitted by Ed Dumas, Dumas, Weist, & Mahnesmith Attorneys, for \$18,000. Vote was unanimous. The attorney shall be present at all board meetings, hearings, etc. in conjunction with the Wheatfield Building project and the post-closing of the bond issue, etc. as outlined in the contract.
- Preliminary Determination Hearing: M. Crawford moved, seconded by M. Heinig to advertise a Notice of Preliminary Determination Hearing for 7:00 PM on Monday,

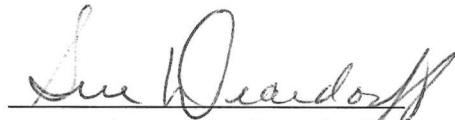
June 23, 2003 in the Rensselaer Meeting Room. Motion passed. The public will have an opportunity to be heard after presentations by our attorney, library director, architect, and financial consultant. At this meeting the board shall establish a cap on the bond, the interest, annual payment, and maximum years for a bond, and will vote on whether to adopt a resolution to sell bonds to fund the building project.

Director's Report: The 100th anniversary of the library will be celebrated beginning January 2005. The library is making plans to celebrate with special quarterly events throughout the year. The Board expressed enthusiasm for celebrating this event.

Adjournment: The board adjourned at 9:05 PM on a motion by T. Schultz, seconded by M. Saylor.



Mark Heinig, Secretary Pro-tem



Attest: Sue Deardorff, President

June 2003

	DEMOTTE			RENSSELAER			WHEATFIELD			SYSTEM
	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Added Vols.	Withdrew Vols.	Circu- lation	Total Circ.
XX										
ADULT BOOKS										
Fiction	102	0	2,036	60	179	2,195	25	1	722	4,953
Nonfiction	66	0	1,340	54	81	1,250	33	7	538	3,128
CHILDREN'S BKS										
Fiction	85	0	5,326	33	131	2,995	37	0	2,041	10,362
Nonfiction	98	0	1,822	44	3	1,089	39	37	406	3,317
YA BOOKS										
Fiction	6	0	444	30	0	471	7	0	111	1,026
Nonfiction	0	0	40	7	1	82	1	0	15	137
Magazines,Adult			787			338			158	1,283
Magazines, Child			272			106			35	413
Games, Toys			0			2			2	4
Sound Rec/Adult			563			761			293	1,617
Sound Rec/Child	7	0	399	41	8	188	47	1	47	634
Online Databases	7	0		3	0		8	0	0	0
Software	0	0	190	0	0	176	0	0	104	470
Vertical Files	2	0	47	2	0	21	1	0	3	71
VHS/DVD	0	7	1,608	0	0	2,649	0	0	902	5,159
Equipment	11	0	6	65	0		47	0	0	6
TOTAL			14,880			12,323			5,377	32,580
XX										
END OF MONTH:			DEMOTTE	RENSSELAER			WHEATFIELD			
Total Materials Owned			54,814	62,714			30,814			
Circulation Increase/Decrease			13.1%	1.8%			-1.6%			
XX										
MONTHLY SYSTEM STATISTICS			2002	2003			% change			
This Month's Circulation			30,726	32,580			6.0%			
Jan. to date circulation			155,959	156,800			0.5%			

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
					ADULT BOOKS
13,173	13,275	12,239	12,120	8,136	8,160 Fiction
15,726	15,792	21,675	21,648	8,172	8,198 Nonfiction
					CHILDREN'S BKS
11,054	11,139	12,746	12,648	6,487	6,524 Fiction
8,509	8,607	8,333	8,374	3,763	3,765 Nonfiction
					YA BOOKS
1,884	1,890	2,367	2,397	1,396	1,403 Fiction
570	570	492	498	137	138 Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,316	1,316	1,835	1,835	1,241	1,241 Sound Rec/Adult
356	363	397	430	286	332 Sound Rec/Child
34	41	16	19	-5	3 Online Databases
212	212	206	206	129	129 Software
					Vertical Files
1,567	1,560	2,323	2,323	879	879 VHS/DVD
38	49	11	76	-5	42 Equipment
54,439	54,814	62,780	62,714	30,616	30,814 TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
June 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	4			4
Award Winner JE (DAJE)	142			142
Award Winner JFIC (DAJFIC)	56	1		57
Award Winner JNF (DAJNF)	28			28
Award Winner JPFIC (DAJBPF)	4		1	5
Award Winner YAFIC (DAYAF)	11	1	1	13
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	45	2	1	48
Books on CD (DBKCD)	49	5	3	57
Books on Tape (DBKT)	118	1		119
Compact Disc (DCD)	328	17	7	352
DVD	497	1		498
Equipment (DEQP)	6			6
See librarian (DERR)				0
Express Book (DEXP)	42			42
Fiction (DFIC)	1558	64	24	1646
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	342			342
Juv. Biography (DJBIO)	308		1	309
Juv. Book on CD (DJBKCD)	8			8
Juv. Book on Tape (DJBKT)	309	1		310
Juv. Compact Disc (DJCD)	50	1		51
Juvenile Easy (DJE)	2161	3	9	2173
Juv. Easy Reader (DJER)	1209			1209
Juv. Fiction (DJFIC)	787	6	5	798
Juv. Holiday books (DJHOL)	13			13
Juv. Magazine (DJMAG)	272			272
Juv. Music Cassette (DJMC)	30			30
Juv. Nonfiction (DJNF)	1426	16	4	1446
Juv. Nonfic Text Bk (DJNFTB)	6			6
Juv. Paperback fic (DJPBF)	904	2	10	916
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	103		1	104
Large Print Nonfic (DLPNF)	6			6
Magazine (DMAG)	777			777
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1191	44	13	1248
Nonfiction VHS (DNFVHS)	52	3		55
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	24			24
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	18			18
Software (DSWAR)	182	2		184
Vertical File (DVF)	28			28
VHS	1041	2		1043
YA Biography (DYAB)	6			6
YA Books on CD (DYABKCD)	32	2		34
YA Books on Tape (DYABKT)	2			2
YA Fiction (DYAF)	141	1	1	143
YA Nonfiction (DYANF)	31	1		32
YA Paperback Fic (DYAPBF)	263	1	4	268
Award Winner JBIO (RAJBIO)		21		21
Award Winner JE (RAJE)		6		6
Award Winner JFIC (RAJFIC)		1		1
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)	1	5		6
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)		72		72
Books on CD (RBKCD)	5	80	1	86
Books on Tape (RBKT)	7	191	5	203
Compact Disc (RCD)	7	376	7	390
DVD	5	1051	1	1057
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		107		107
Fiction (RFIC)	43	1360	7	1410
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		560		560
Juv. Biography (RJBIO)	1	57		58
Juv. Book on CD (RJBKCD)		2		2
Juv. Book on Tape (RJBKT)	1	157		158
Juv. Compact Disc (RJCD)		17		17
Juvenile Easy (RJE)	9	1562	3	1574
Juv. Easy Reader (RJER)	1	342		343
Juv. Fiction (RJFIC)	11	592	5	608
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		106		106
Juv. Music Cassette (RJMC)		9		9
Juv. Nonfiction (RJNF)	9	980	3	992
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	10	474	5	489
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	5	76	1	82
Large Print Nonfic (RLPNF)		4		4
Magazine (RMAG)	3	338	1	342
Music Cassette (RMCAS)		2		2
Nonfiction (RNFC)	21	995	15	1031

Nonfiction VHS (RNFVHS)	3	48		51
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		7		7
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		14		14
Software (RSWAR)	5	174		179
Vertical File (RVF)		10		10
VHS	4	1536	3	1543
YA Biography (RYAB)		8		8
YA Books on CD (RYABKCD)		2		
YA Books on Tape (RYABKT)	1	15		16
YA Fiction (RYAF)	6	211		217
YA Nonfiction (RYANF)		73		73
YA Paperback Fic (RYAPBF)	6	243	5	254
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			8	8
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)			2	2
Award Winner YAFIC (WAYAF)			1	1
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)		3	26	29
Books on CD (WBKCD)	1	4	22	27
Books on Tape (WBKT)	4	3	64	71
Compact Disc (WCD)	9	19	183	211
DVD	2	3	427	432
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			6	6
Fiction (WFIC)	46	53	545	644
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			147	147
Juv. Biography (WJBIO)			4	4
Juv. Book on CD (WJBKCD)			1	1
Juv. Book on Tape (WJBKT)	1	1	33	35
Juv. Compact Disc (WJCD)			7	7
Juvenile Easy (WJE)	5		949	954
Juv. Easy Reader (WJER)	1		383	384
Juv. Fiction (WJFIC)	15	3	319	337
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			35	35
Juv. Music Cassette (WJMC)			6	6
Juv. Nonfiction (WJNF)	3	8	394	405
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	11	2	341	354
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	1	6	8
Large Print Nonfic (WLPNF)	2		1	3
Magazine (WMAG)	7		157	164
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	23	33	436	492
Nonfiction VHS (WNFVHS)		4	15	19
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			5	5
Software (WSWAR)	3		104	107
Vertical File (WVF)	1		3	4
VHS	4	1	456	461
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)		3	1	4
YA Fiction (WYAF)	4	6	44	54
YA Nonfiction (WYANF)	3		14	17
YA Paperback Fic (WYAPBF)	12	2	55	69
TOTAL	14932	12214	5349	32493

CIRCULATION BY HOLDINGS CODE

~~May~~ 2003

June

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	4	21	0	25
Award Winner JE (AJE)	142	6	8	156
Award Winner JFIC (AJF)	56	2	1	59
Award Winner JNF (AJNF)	28	0	0	28
Award Winner JPFIC (AJPF)	4	1	3	8
Award Winner YAFIC (AYAF)	12	6	2	20
Award Winner YAPFIC (YAYPBF)	0	1	0	1
Biography (BIO)	45	77	27	149
Books on CD (BKCD)	55	89	26	170
Books on Tape (BKT)	129	210	69	408
Compact Disc (CD)	344	412	197	953
DVD	504	1055	428	1987
Equipment (EQP)	6	0	0	6
See librarian (ERR)	0	0	0	0
Express Book (EXP)	42	107	6	155
Fiction (FIC)	1647	1477	576	3700
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2

Internet (INTR)	342	560	147	1049
Juv. Biography (JBIO)	309	57	5	371
Juv. Book on CD (JBCD)	8	2	1	11
Juv. Book on Tape (JBKT)	311	159	33	503
Juv. Compact Disc (JCD)	50	18	7	75
Juvenile Easy (JE)	2175	1565	961	4701
Juv. Easy Reader (JER)	1211	342	383	1936
Juv. Fiction (JFIC)	813	601	329	1743
Juv. Holiday (JHOL)	13	0	0	13
Juv. Magazine (JMAG)	272	106	35	413
Juv. Music Cassette (JMC)	30	9	6	45
Juv. Nonfiction (JNF)	1438	1004	401	2843
Juv. Nonfic Text Bk (JNFT)	6	0	0	6
Juv. Paperback fic (JPBF)	925	478	356	1759
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	109	77	8	194
Large Print Nonfic (LPNF)	8	4	1	13
Magazine (MAG)	787	338	158	1283
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	1235	1072	464	2771
Nonfiction VHS (NFVH)	55	55	15	125
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	24	7	0	31
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	34	83	41	158
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	0	0	0
Spanish Collection (SPA)	18	14	5	37
Software (SWAR)	190	176	104	470
Vertical File (VF)	47	21	3	71
VHS	1049	1539	459	3047
YA Biography (YAB)	6	8	1	15
YA Books on CD (YABKCD)	32	4	0	34
YA Books on Tape (YABKT)	3	18	1	22
YA Fiction (YAF)	151	218	45	414
YA Nonfiction (YANF)	34	74	14	122
YA Paperback Fic (YAPBF)	281	246	64	591
				0
Free reads	238	534	132	904
Puzzles			2	2
Talking books		26		26
Assignment Shelf Books				0
TOTAL	15222	12883	5524	33627

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2036	2195	722	4953
Nonfiction	1340	1250	538	3128

CHILDREN'S BOOKS

Fiction	5326	2995	2041	10362
Nonfiction	1822	1089	406	3317

YA BOOKS

Fiction	444	471	111	1026
Nonfiction	40	82	15	137
Magazines, Adult	787	338	158	1283
Magazines, Children	272	106	35	413
Games, Toys	0	2	2	4
Sound Recordings, adult	563	761	293	1617
Sound Recordings, ch	399	188	47	634
Online databases	0	0	0	0
Software	190	176	104	470
Vertical file	47	21	3	71
VHS/DVD	1608	2649	902	5159
Equipment	6	0	0	6
Total	14880	12323	5377	32580

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT **June 2003**

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	129	28	168	36	182	39	479	104
LOCAL HISTORY								
In person		0	11	3		0	11	3
Letters written	1	1	10	10		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	342	14	560	23	147	6	1049	44
Computer software used	21	2	76	6	16	1	113	9
VCR Use		0		0		0	0	0
Microforms	4	1	41	5		0	45	6
CD ROM/Online databases	155	13	133	11	14	1	302	25
Typewriter use	3	0	1	0		0	4	0
Other equipment used		0		0		0	0	0
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	14	9		0	17	11
Notarized documents	1	0	3	1		0	4	1
Meeting Room Use (no. of groups)	24	8	21	7	7	2	52	17
Study room use	21	2	19	2	1	0	41	3
INTERLIBRARY LOANS								
Requests made for:	31	8	81	20	25	6	137	34
Items rec'd for:	34	17	83	42	41	21	158	79
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7260	7226	2948	17434
Non-resident, paying	6	18	2	26
PLAC card users	1	2	0	3
Reciprocal borrowers	372	303	24	699

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	1	6	2	12		0	3	18
Children's Programs (0-13)	19	114	18	108	8	48	45	270
Number attending	715		679		326		1720	
YA Programs (14-17)	8	48	3	18	3	18	14	84
Number attending	186		64		19		269	
Adult Programs	3	18	1	6	1	6	5	30
Number attending	88		123		28		239	
Senior Citizen Programs	1	6	2	12		0	3	18
Number attending	13		69				82	
Total Number of Programs	32	192	26	156	12	72	70	420
Total Persons Attending	1002		935		373		2310	
Total Attending Same Month Last Yr.	802		626		338		1766	
Total Staff Hours Spent		287		332		149		769
Hours Spent Same Month last year		230		296		141		667

CIRCULATION BY PATRON CODE

	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
PATRONS	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	9490	62.5%	8867	69.3%	3555	64.8%	21912	65.5%
Corporate	48	0.3%	166	1.3%	34	0.6%	248	0.7%
Juvenile 0-11	4429	29.1%	2257	17.6%	1564	28.5%	8250	24.6%
Nonresident No Fee	41	0.3%	219	1.7%	5	0.1%	265	0.8%
Nonresident Fee	0	0.0%	47	0.4%	0	0.0%	47	0.1%
Reciprocal	295	1.9%	262	2.0%	4	0.1%	561	1.7%
School	16	0.1%	34	0.3%	0	0.0%	50	0.1%
St. Joseph College	0	0.0%	48	0.4%	0	0.0%	48	0.1%
State Library Card	12	0.1%	0	0.0%	0	0.0%	12	0.0%
Staff	355	2.3%	529	4.1%	237	4.3%	1121	3.3%
YA 12-17	510	3.4%	364	2.8%	85	1.5%	959	2.9%
Total	15196		12793		5484		33473	
 All items borrowed by nonresidents	 364	 2.4%	 610	 4.8%	 9	 0.2%	 983	 2.9%

Salary Ordinance 2003

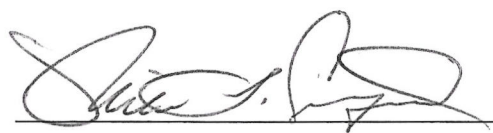
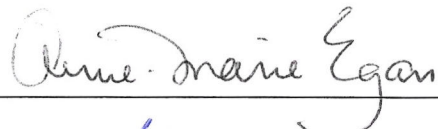
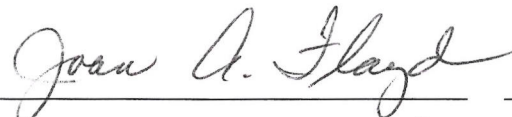
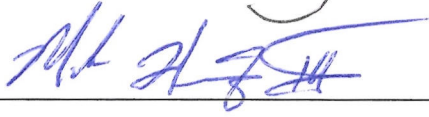
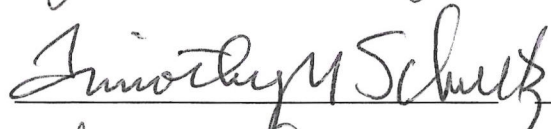
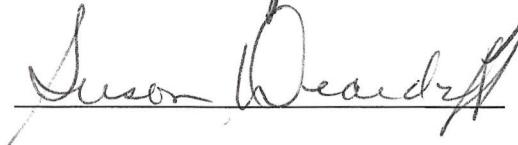
Update

Name	Classification	Present Hrly Wage	Hrs Library Worked		Start Date	Raise Date(s)	Step
Carr, Renee	Specialist 1	\$13.57	10	D	2/1/1990		
Delger, Kim	Lib Asst 1	\$8.32	28	D	1/1/2002		
Lagestee, Sandi	Library Asst 1	\$8.32	24	D	1/1/2002		
Maczak, John	Janitor/Maint	\$10.00	2.53	D	7/1/2003		
Stubblefield, Vickie	Lib. Asst 1	\$8.32	32	D	9/26/2000		Resigned 7/15

Renee is dropping 22 hours. Sandi Lagestee will take over her duties (except the publicity duties) and work 24 hours. Kim will take over Vickie Stubblefield's duties, working 28 hours. A new 16 hour clerk and a new 12 hour clerk will be hired to take over Sandi and Kim's former responsibilities.

John will become an as-needed Janitor/Maintenance employee.

We have examined and approved the changes in the salary ordinance. Dated July 14, 2003.

MEMORANDUM

Public Information Policy, Public Records Policy

Summary: The Policy Committee recommends no changes in the Public Information Policy. In the Public Records Policy, we presently allow disclosure of library circulation records to parents or legal guardians, inquiring in person about the materials their children aged 14 or under currently have on loan. The Policy Committee recommends omitting the phrase “inquiring in person”.

Discussion: Often parents will call before making a trip to the library, to determine what books are checked out to their children, so they can be sure to return all. Our present policy does not allow us to give that information over the phone. This is annoying to parents.

We have consulted our attorney. He indicates that, since it has never been determined that a child has a constitutional right to privacy from parents, we can do as we wish in this situation.

I would amend our *procedure* (not policy) to say that we must ask for library card number or some other proof that the caller is probably the parent or someone with a right to the information. I agree that we should remove the phrase from the policy.

Vote: To remove the phrase “inquiring in person” from the Public Records Policy.

PUBLIC RECORDS POLICY

Access to public records is governed by IC 5-14-3 which states that "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees."

The following public records are exempted from the disclosure requirements upon approval of this policy by the JCPL Board of Trustees as provided for in IC 5-14-3.

1. Personnel files of library employees and files of applicants for employment except for:
 - 1.1 The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - 1.2 Information relating to the status of any formal charges against the employee;
 - 1.3 Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his/her representative. General personnel information on all employees or groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a recordkeeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the library or entrusted to it.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift or after the gift is made, the donor or a member of the donor's family requests nondisclosure.

6. Library records which can be used to identify any library patron. Circulation records or other records identifying the names of library users with specific materials are for the sole purposes of protecting public property and compiling statistical information. Such records shall not be used either directly or indirectly to otherwise identify the types of materials used by individual patrons.

A patron's address may be given to law enforcement officials when

- Staff have good reason to believe that a patron, who has left the library before law enforcement officials can arrive, is a serious threat to himself or others and
- No other way to identify the patron is available (such as auto license number or address in phone book)

Library records shall not be made available to any agency, group or individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

Upon receipt of such process, order, or subpoena, the Library Director will consult with legal counsel to determine if such document is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Any costs incurred, as a result of such order, in a search through patron records, shall be borne by the agency, group or individual demanding the search.

Disclosure of library circulation records will be made in the case of parents or legal guardians, inquiring in person, about the materials their children aged 14 or under currently have on loan.

7. Records deposited with, or acquired by, the Library upon a condition that the records be disclosed only:
 - 7.1 To qualified researchers.
 - 7.2 After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or
 - 7.3 After the death of persons specified at the time of the acquisition or deposit.

SUCCESS OF STAFF IN ANSWERING PATRON REFERENCE QUESTIONS

Two days in April, May, and June 2002 compared to two days in April, May, and June 2003

A Reference Questions Completed

DeMotte:	2002: 149	2003: 131			A
Rensselaer:	2002: 122	2003: 122			
Wheatfield:	2002: 59	2003: 52	Total: 2002: 330	2003: 305	

B Reference Questions Redirected

B1 Intralibrary loan			Subtotal: 2002: 11	2003: 17	
DeMotte:	2002: 0	2003: 12			
Rensselaer:	2002: 9	2003: 5			
Wheatfield:	2002: 2	2003: 0			
B2 Reserved			Subtotal: 2002: 36	2003: 28	
DeMotte:	2002: 27	2003: 18			
Rensselaer:	2002: 3	2003: 7			
Wheatfield:	2002: 6	2003: 3			
B3 Interlibrary loan			Subtotal: 2002: 15	2003: 7	
DeMotte:	2002: 7	2003: 4			
Rensselaer:	2002: 4	2003: 3			
Wheatfield:	2002: 4	2003: 0			
B4 Referred to other agency			Subtotal: 2002: 3	2003: 4	
DeMotte:	2002: 0	2003: 2			
Rensselaer:	2002: 1	2003: 2			B
Wheatfield:	2002: 1	2003: 0	Total: 2002: 64	2003: 56	

C Reference Transactions Not Completed

C1 Material owned, but not available			Subtotal: 2002: 16	2003: 12	
DeMotte:	2002: 3	2003: 2			
Rensselaer:	2002: 1	2003: 2			
Wheatfield:	2002: 12	2003: 8			
C2 Material not owned			Subtotal: 2002: 14	2003: 10	
DeMotte:	2002: 6	2003: 0			
Rensselaer:	2002: 2	2003: 7			
Wheatfield:	2002: 6	2003: 3			
C3 Staff time not available			Subtotal: 2002: 1	2003: 1	
DeMotte:	2002: 0	2003: 0			
Rensselaer:	2002: 1	2003: 0			
Wheatfield:	2002: 0	2003: 1			
C4 Other(e.g. Patron's time constraints)			Subtotal: 2002: 0	2003: 1	C
			Total: (2002: 31)	2003: 24	

D Directional Questions

DeMotte:	2002: 105	2003: 126			D
Rensselaer:	2002: 179	2003: 266			
Wheatfield:	2002: 174	2003: 115	Total: 2002: 458	2003: 507	

Copies: DeMotte	2002: 23	2003: 4			
Rensselaer	2002: 310	2003: 37			
Wheatfield	2002: 83	2003: 104	Total 2002: 416	2003: 145	

MEMORANDUM

Meeting Room Use for Social Events

Summary: Our policy states that the meeting rooms may not be used for events that are strictly social events held by individuals (as opposed to a group event such as a class reunion). We would like permission to try *renting* the meeting rooms for social events on Friday evening, Saturday, or Sunday only. This would be a money-making effort, with the proceeds designated to bolster our Library Supplies budgets (2.41).

Discussion: The DeMotte and Rensselaer staffs would like to try this out and see if it would work. We would discontinue if it proved to be a problem. This would require the board to authorize a temporary lifting of the restriction on social events in the meeting rooms.

Friday evening, Saturday and Sunday are days the meeting room is seldom used. All the existing rules for meeting room use would apply to those using the room for social events (no red beverages, no candles, etc.). We would not allow such events as Pampered Chef bridal showers, because there would be commercial gain for the presenter.

We would charge \$50 rental plus a \$50 security deposit. Money would be paid up front. If the room is left in bad enough shape that we have to pay a janitor for extra hours of cleaning, the \$50 security deposit would be retained for that purpose.

There would be disadvantages: no staff would be around to enforce maximum capacity; there could be parking and cleaning issues. However, we do not expect big problems in those areas.

Vote: To allow the DeMotte and Rensselaer staffs to test the idea of renting meeting rooms on weekends for social events, at a fee of \$50 and with a \$50 reimbursable security deposit when the room is left afterwards in the condition in which it was found.

Charettes: ▼

- Home
- Portfolio
- Charettes
- Client Talk
- About CDM
- Contest !
- Contact Us

What is a charette design?

A Charette is an intense effort to solve any architectural problem within a limited time. From a creative standpoint, a Charette can be divided into three portions:

1. Listen.

Listen to what the financial backers, realtors, owners, and other specialists have to suggest. Work together with them to come to an understanding about the project, what their goals and limitations are, and how these might fit with your ideas.

2. Envision.

Imagine together all of these various considerations to come up with a realistic and creative proposal which will be interesting while at the same time financially, environmentally, and otherwise feasible.

3. Draw FAST!

The ability to work with creative team who can bring ideas to a tangible design sketch quickly, allows for instant communication ... a picture is worth a thousand words!

How Can A Charette Facilitate the Building Process?

There are two main advantages to working in the context of a charette. The first is that a charette operates in a highly collaborative atmosphere. Instead of an architect taking ideas and plans and going away to develop them on his or her own, a charette allows for the participation of everyone involved with the project, resulting in a highly charged and creative atmosphere. The inclusion of many points of view results in well-rounded and realistic proposals, with everyone satisfied that they were able to contribute. Secondly, Charettes are fast, and relatively inexpensive. In the intital stages of a project, the venture is necessarily highly speculative. It is important to keep costs at bay, while also moving forward quickly to take advantage of changing situations and often prohibitory deadlines. Charettes offer the opportunity to work safely and effectively within both of these boundaries.

Examples of 4 different Projects, in detail.



Hollyhock



Drive Up



Downtown



Regional



Feature

JCPL FINANCIAL STATEMENT

June 30, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$188,100.52	\$783,230.72	\$152,625.30	\$424,181.26	\$404,027.57
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$26.00	\$26.00	\$52.00	\$26.00
Gift Fund	\$2,082.31	\$794.44	\$2,491.94	\$1,100.51	\$4,256.78	\$3,847.15
DeMotte	\$521.64	\$47.26	\$690.98	\$850.51	\$1,539.02	\$1,369.68
Rensselaer	\$1,450.63	\$699.01	\$1,459.74	\$50.00	\$2,168.80	\$2,159.69
Wheatfield	\$110.04	\$48.17	\$341.22	\$200.00	\$548.96	\$317.78
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$79.59	\$451.05	\$93,788.76
Bond & Interest Redemption Fund	\$60,181.32	\$50,860.00	\$50,860.00	\$76,885.96	\$76,885.96	\$86,207.28
Includes Investments of:						
ital Projects Fund	\$381,110.99	\$68.95	\$20,438.58	\$31,404.53	\$33,802.59	\$394,475.00
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,010.00	\$0.00	\$1,010.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,011.86	\$32,001.78	\$5,011.86	\$32,001.78	\$0.00
FICA Tax Collected	\$0.00	\$4,694.83	\$28,676.82	\$4,694.83	\$28,676.82	\$0.00
State Tax Collected	\$1,928.96	\$2,169.11	\$12,612.29	\$2,098.57	\$12,781.90	\$2,098.57
County Tax Collected	\$535.57	\$580.65	\$3,404.39	\$560.74	\$3,429.56	\$560.74
Deferred Comp.	\$0.00	\$4,376.34	\$26,182.26	\$4,376.34	\$26,182.26	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.49	\$23,570.38	\$4,022.50	\$23,570.44	\$0.06
Employee Health/Life Insur.	\$0.00	\$21.80	\$115.80	\$21.80	\$115.80	\$0.00
Employee P.E.R.F.	\$6,593.63	\$0.00	\$13,428.72	\$2,226.91	\$13,498.85	\$6,663.76
Credit Union	\$0.00	\$800.00	\$4,250.00	\$800.00	\$4,250.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$261,500.99	\$1,002,299.68	\$285,935.44	\$685,147.05	\$991,904.89

Bank Balances
Jasper County Public Library
Report as of: 6/30/2003

<i>Bank</i>		
1	Peoples State Bank	\$882,389.46
2	Demotte State Bank	\$15,516.67
3	Lafayette Bank & Trust-LIRF	\$93,788.76
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$991,904.89</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 6/1/2003 To 6/30/2003*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$25,103.07	\$25,232.93	49.9
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$57,925.28	\$353,248.32	\$367,100.68	49.0
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,273.03	\$20,073.42	\$26,366.58	43.2
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,694.83	\$28,676.82	\$31,355.18	47.8
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$2,316.32	(\$966.32)	171.6
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$17,927.28	\$16,727.72	51.7
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,091.08	\$23,905.79	\$22,163.21	51.9
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$87.69	\$312.31	21.9
Subtotal	\$959,631.00		\$959,631.00	\$74,178.90	\$471,338.71	\$488,292.29	49.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$410.23	\$4,536.98	\$3,863.02	54.0
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$460.71	\$2,158.91	\$1,841.09	54.0
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$1,219.52	\$2,503.27	\$996.73	71.5
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$738.75	\$461.25	61.6
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$51.35	\$348.65	12.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$502.91	\$5,964.60	\$6,670.59	47.2
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$66.66	\$83.34	44.4
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$2,593.37	\$16,848.92	\$14,636.27	53.5
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$1,451.00	\$3,203.49	\$2,796.51	53.4
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$542.79	\$2,531.28	\$4,468.72	36.2
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$18.90	\$2,158.85	\$2,961.35	42.2
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$591.48	\$3,252.46	\$3,747.54	46.5
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$680.78	\$3,973.27	\$4,026.73	49.7
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$108.77	\$779.98	\$2,720.02	22.3
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$578.08	\$2,839.58	\$9,010.42	24.0
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$471.20	\$1,328.80	26.2
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$360.40	\$189.60	65.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	100.0
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$14,002.00	\$23,271.25	\$12,203.75	65.6
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$1,074.52	\$16,940.31	\$10,059.69	62.7
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$3,318.85	\$18,985.66	\$24,014.34	44.2
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$109.35	\$480.85	\$519.15	48.1
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$188.35	\$1,253.85	\$1,146.15	52.2
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$2,537.97	\$17,995.61	\$38,029.39	32.1
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$273.96	\$1,726.04	13.7
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$157.70	\$92.30	63.1
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,639.55	\$95.45	94.5
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$0.00	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$3,145.37	\$16,399.80	\$36,314.20	31.1
Subtotal	\$455,969.00	(\$68,879.80)	\$387,089.20	\$28,358.16	\$117,668.17	\$269,421.03	30.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$68,626.44	\$69,126.44	(\$126.44)	100.2
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$0.00	\$9,968.72	\$4,997.00	66.6
4.51 BOOKS	\$131,945.00	\$767.82	\$132,712.82	\$12,465.59	\$54,962.59	\$77,750.23	41.4
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$646.00	\$17,023.95	\$4,976.05	77.4
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$1,232.06	\$26,293.22	\$35,906.78	42.3
Subtotal	\$227,434.00	\$73,444.54	\$300,878.54	\$82,970.09	\$177,374.92	\$123,503.62	59.0
Grand Total	\$1,674,434.00	\$4,649.93	\$1,679,083.93	\$188,100.52	\$783,230.72	\$895,853.21	46.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2003	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,676.72	Encumbered from 2002 per Bd. Approval 12/30/02.
3/10/2003	100 OPERATING FUND	3.22 POSTAGE	\$52.61	UPS charges reimbursed on A/R #72, #81 & #86
4/14/2003	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$85.19	Library Book Bags reimbursed on A/R #188
4/14/2003	100 OPERATING FUND	3.22 POSTAGE	\$67.59	UPS charges reimbursed on A/R #61 & #62
5/12/2003	100 OPERATING FUND	4.1 LAND	\$69,000.00	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$69,000.00)	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$242.31	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.97 INTERVIEWING & MOVING EXP.	(\$242.31)	Per Board Approval Mtg.-May 12, 2003
6/2/2003	100 OPERATING FUND	4.51 BOOKS	\$7.77	Sign Language Book Purchase by patron B&T A/P 6/9/03
6/16/2003	100 OPERATING FUND	4.51 BOOKS	\$760.05	Refund returned Code Books A/R #248

Voucher List

Jasper County Public Library

Report Date: From 6/1/2003 To 6/30/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22004	446	ANNE-MARIE EGAN	6/9/2003	Mileage-NILBA Dinner Mtg.	\$34.20
22005	447	BAKER & TAYLOR	6/9/2003	Books, Continuations, Gift Bks, A-V	\$7,793.04
22006	448	BANK ONE TRUST COMPANY,	6/9/2003	Bond Payment-June '03 (Interest)	\$50,860.00
22007	449	BARNES & NOBLE	6/9/2003	Books, Audiobooks	\$335.66
22008	450	CAREER TRACK INC.	6/9/2003	Workshop-Self Discipline & Emotional Control, K.Mays, 6/27/03	\$129.00
22009	451	CENTRAL STATES SALES CO	6/9/2003	Track Lights, Outdoor Bulbs	\$67.56
22010	452	CHEMSEARCH	6/9/2003	HVAC Maintenance supplies-Dem & Rens. Lib.	\$835.50
22011	453	CULLIGAN	6/9/2003	Water Cooler Rental & Water-Wh. Lib.-June	\$59.45
22012	454	DELL MARKETING L.P.	6/9/2003	24X, CD-Rom Drive for Dell Laptop	\$47.00
22013	455	DEMCO	6/9/2003	CD-Rom cases, Adhesive, Book Pockets, Reading Level Labels, Book Tape	\$232.77
22014	456	DIANE KROS	6/9/2003	Mileage-Bank Deposits, StoryTime Visits, A-V Shop Trip	\$36.00
22015	457	EDUCATIONAL PUBLISHERS	6/9/2003	Book	\$22.25
22016	458	GAIL JUNG	6/9/2003	Rensselaer Petty Cash	\$27.59
22017	459	GALE GROUP	6/9/2003	Something About Author Series	\$128.27
22018	460	H. W. WILSON COMPANY	6/9/2003	Reader's Guide Subsc., 7/03-6/04	\$337.00
22019	461	HERITAGE OFFICE PRODUCT	6/9/2003	Mita #2355 Copier Mtnce Contract-Wh. Lib.	\$777.30
22020	462	HIGHSMITH CO. INC.	6/9/2003	Bibliofile Label Sets	\$98.40
22021	463	HP PRODUCTS CORP.	6/9/2003	Vacuum Bags & Brushes	\$86.64
22022	464	HRS USA	6/9/2003	Software & DVD	\$47.98
22023	465	IDOC/ERO - PFEET	6/9/2003	Qtly Pymt-July'03- Facilities Energy Efficiency Repairs	\$2,402.97
22024	466	INCOLSA	6/9/2003	McGraw-Hill Access Science On-Line Database, 7/1/03- 6/30/04	\$364.00
22025	467	INFO USA MARKETING, INC.	6/9/2003	Indiana Business Directory	\$1,090.00
22026	468	INGRAM	6/9/2003	Paperbacks	\$97.54
22027	469	INSPIRATIONAL DISTRIBUTOR	6/9/2003	Christian Books	\$143.27
22028	470	JACKIE SAXON	6/9/2003	Mileage-Scholastic Warehouse Book Sale	\$87.12
22029	471	JEAN KALUF	6/9/2003	Mileage-StoryTime Visits	\$6.12
22030	472	JENNIFER L. EVERS	6/9/2003	Mileage-OVGTSL Mtg. & Related Expenses	\$173.07
22031	473	K.V.ELECTRIC	6/9/2003	Replace Parking Lot Pole Light-DeM. Lib.	\$84.00
22032	474	JERRY D. BURCHARD	6/9/2003	The Old Tale Trader- Summer Reading program-DeM. Lib.	\$125.00
22033	475	KANKAKEE VALLEY POST NE	6/9/2003	Newspaper Subsc-Wh. Lib. 7/03-7/04	\$43.00
22034	476	KATHRYN WEED	6/9/2003	Mileage-Incolsa Workshops	\$144.00
22035	477	KEITH EVANS	6/9/2003	Bubbleologist -Summer Reading Programs	\$225.00
22036	478	KOLORTECH, INC.	6/9/2003	3' fluorescent tubes	\$229.82
22037	479	LYNN DAUGHERTY	6/9/2003	Books & Budget Mtg. Expenses	\$56.74
22038	480	MARSHALL CAVENDISH CORP	6/9/2003	Discovering Cultures Books, Ency/ Health	\$402.00
22039	481	MARY MOLENAAR	6/9/2003	ILF Expense	\$6.72
22040	482	MicroWAREHOUSE	6/9/2003	KVM Switch Cable Kit	\$21.95
22041	483	Midwaynet.net	6/9/2003	Jun'03 Wireless Connection	\$172.20
22042	484	NORTHSTAR AUDIOBOOKS, I	6/9/2003	Replacement Audiobook	\$5.00
22043	485	NORTHWESTERN INDIANA TE	6/9/2003	Telephone, local -DeM. Lib. June '03	\$87.53
22044	486	OLLIS BOOK CORPORATION	6/9/2003	Ch. Books	\$2,995.95
22045	487	PATTY STRINGFELLOW	6/9/2003	Mileage-Mgmt Mtg., IOLUG Spring Mtg., Budget Workshop	\$116.64
22046	488	PEGGY WOODS	6/9/2003	OVGTSL Mtg. Expenses	\$6.94
22047	489	PLATINUM PLUS FOR BUSINE	6/9/2003	Ch. Crafts, OVGTSL Hotel Accom., Bk Ship Chg's	\$289.19
22048	490	POST TRIBUNE	6/9/2003	Newspaper Subsc. 6/6/03-6/5/04-Wheatfield Lib.	\$156.00
22049	491	PRECISION CONTROL SYSTE	6/9/2003	2nd Qtr.'03 Mtnce-DeM & Rens. Lib.	\$1,115.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22050	492	QUALITY LASER TECHNOLOGI	6/9/2003	LaserJet Cartridges & Jet Pak (Inkjet Remfg Cartridges)	\$173.80
22051	493	QUILL	6/9/2003	Index Cards, Ring Binder, ID Tape, Pens, Scissors, Self-Stick Notes, Copy Paper, TP, Kleenex Paper Towels, M-Fold Towels	\$721.86
22052	494	RECORDED BOOKS, LLC	6/9/2003	Books-on-Tape	\$316.00
22053	495	REGENT BOOK CO., INC.	6/9/2003	BH&G Decorating, Kitchen & Bath Ideas, Home Remodeling & Decorating-Summer ed.	\$55.08
22054	496	RENSSELAER REPUBLICAN	6/9/2003	DeM. Newspaper Subsc. 6/1/03-5/31/04	\$110.00
22055	497	SAUDER MANUFACTURING C	6/9/2003	Four 3-Position Plylok chairs	\$684.00
22056	498	SECURITY COURIERS CORP.	6/9/2003	Courier Service b/w branches, 5/2-5/30/03	\$1,044.36
22057	499	SILLY SAFARI SHOWS, INC.	6/9/2003	Jungle John Silly Safari Show-Summer Rdg. Prog.-Wh. & Rens. 6/18/03	\$450.00
22058	500	SPRINT YELLOW PAGES	6/9/2003	Qtly Directory Charges-(Jun,Jul,Aug)	\$225.75
22059	501	SUNCOAST #3009	6/9/2003	DVD's	\$94.43
22060	502	TIM RAYN	6/9/2003	Magic Show-Summer Reg. Prog- Rens & Wh. Libraries	\$550.00
22061	503	TOWN OF WHEATFIELD SEW	6/9/2003	Sewer Service-June '03 Wh. Lib.	\$41.05
22062	504	TROYER GROUP, INC.	6/9/2003	Prof. Services office expenses	\$101.00
22063	505	TRU-GREEN CHEMLAWN	6/9/2003	Crab Tree Pro-Active Treatment @ DeM. Lib.	\$51.00
22064	506	UNIQUE MANAGEMENT SERVI	6/9/2003	Collections-April Placements & Secondary Placements	\$208.71
22065	507	WAL-MART COMMUNITY BRC	6/9/2003	Clock, Broom, Flashlights, Ch. Crafts, Clorox Wipes (Bk. Cleaning)	\$76.24
0	508	PAYROLL	6/10/2003	PAYROLL	\$33,576.07
22066	509	ANTHEM BLUE CROSS AND B	6/10/2003	Health Insurance Premium-Jun '03	\$7,932.60
22067	510	INCOLSA	6/10/2003	Victrola in the Closet Workshop 5/13/03-Weed	\$50.00
22068	511	ING	6/10/2003	Indiana Deferred Comp. Withheld from Payroll 10 JUN '03	\$2,188.17
22069	512	LA-PORTER FEDERAL CREDIT	6/10/2003	Withheld from Payroll 10 JUN '03	\$400.00
22070	513	TOWN OF DEMOTTE	6/10/2003	Sewer Service APR '03 Demotte	\$62.70
22071	514	SPRINT	6/10/2003	June '03 Telephones-Rens Lib., DataLine & Payphone	\$284.86
0	515	INTERNAL REVENUE SERVICE	6/11/2003	FICA & FED Tax Withheld 10 JUN '03	\$7,536.25
0	516	INDIANA DEPARTMENT OF RE	6/20/2003	State & Local Tax Withheld May '03	\$2,749.76
0	517	PAYROLL	6/25/2003	PAYROLL	\$31,816.92
22072	518	AFLAC	6/25/2003	Supplemental Insurance - Withheld from payroll-July Premium	\$106.80
22085	519	ANTHEM LIFE	6/25/2003	July Life Ins. Premium-25 employees	\$95.97
22074	520	CITY OF RENSSELAER	6/25/2003	Utilities-5/9-6/10/03 Rens. Library	\$2,140.35
22075	521	ING	6/25/2003	Deferred Comp Plan, Withheld from 25JUN03 Payroll	\$2,188.17
0	522	INTERNAL REVENUE SERVICE	6/26/2003	EFT - FICA & FED Tax Withheld 25 JUN 03 Payroll	\$6,865.27
22076	523	JASPER COUNTY ABSTRACT	6/26/2003	Wheatfield Land Purchase per Attached	\$68,626.44
22077	524	Midwaynet.net	6/26/2003	Wireless Communication-July 2003	\$172.20
22078	525	NIPSCO	6/26/2003	Wh. Utilities-5/12-6/11/03	\$547.27
22079	526	OHIO LIBRARY COUNCIL	6/26/2003	Reader's Advisory Workshop, July 29-30, 2003 - Mays, Speacht, Whitlow, Thompson	\$225.00
22080	527	SPRINT	6/26/2003	Local Phone Service-Wh. Lib. June '03	\$138.94
22081	528	SPRINT	6/26/2003	Long Distance Calls-5/8-6/7-03	\$39.39
22082	529	STATE AUTO INSURANCE CO	6/26/2003	Semi-Annual Building Insurance; Worker's Comp; Auto Coverage-4/16/03-04.	\$14,002.00
22083	530	LA-PORTER FEDERAL CREDIT	6/26/2003	Withheld from 25 JUN 03Payroll - Davis, Jung, Stringfellow	\$400.00
22084	531	NIPSCO	6/25/2003	DeMotte Utilities-5/16-6/17/03	\$1,850.20

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$261,500.99

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, June 30, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$261,500.99

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F 5

Receipt Breakdown

June 30, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,733.27	\$16,189.46
DeMotte	\$1,242.65	\$6,253.94		
Rensselaer	\$1,002.92	\$6,636.19		
Wheatfield	\$487.70	\$3,299.33		
PHOTOCOPIES:			\$563.45	\$3,715.28
DeMotte	\$306.90	\$1,631.15		
Rensselaer	\$180.55	\$1,559.33		
Wheatfield	\$76.00	\$524.80		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$567.52	\$5,031.26
Checking/Repurchase/Savings	\$567.52	\$5,031.26		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$147,714.24	\$397,504.74
Property Tax	\$119,070.03	\$119,070.03		
License Excise Tax	\$28,644.21	\$28,644.21		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$225,295.00		
Local Option/Property Tax Repl.	\$0.00	\$24,495.50		
State Distribution	\$0.00	\$0.00		
REFUNDS:			\$1,046.82	\$1,686.52
Insurance	\$279.00	\$279.00		
Rebates/Refund	\$760.05	\$843.63		
Postage	\$0.00	\$120.50		
Reimbursements,PFEFF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$0.00		
Reimbursements	\$0.00	\$85.19		
Telephone refund	\$0.00	\$0.00		
Book Purchase	\$7.77			
TOTAL OPERATING FUND RECEIPTS.....			\$152,625.30	\$424,181.26
PLAC FUND:			\$26.00	\$52.00
GIFT FUNDS:			\$1,100.51	\$4,256.78
DeMotte	\$850.51	\$1,539.02		
Rensselaer	\$50.00	\$2,168.80		
Wheatfield	\$200.00	\$548.96		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$79.59	\$451.05
BOND & INTEREST REDEMPTION FUND:			\$76,885.96	\$76,885.96
Property Tax	\$61,976.52	\$61,976.52		
License Excise Tax	\$14,909.44	\$14,909.44		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$31,404.53	\$33,802.59
Interest Earned	\$417.16	\$2,815.22		
Property Tax	\$24,978.41	\$24,978.41		
License Excise Tax	\$6,008.96	\$6,008.96		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$1,010.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$262,121.89	\$540,639.64

WITHHOLDING ACCOUNT FUNDS:

			\$23,813.55	\$144,507.41
FIT Tax Collected	\$5,011.86	\$32,001.78		
FICA Collected	\$4,694.83	\$28,676.82		
State Tax Collected	\$2,098.57	\$12,781.90		
County Tax Collected	\$560.74	\$3,429.56		
Deferred Comp Plan	\$4,376.34	\$26,182.26		
#125 Pre-tax Plan	\$4,022.50	\$23,570.44		
Life/Health Insurance	\$21.80	\$115.80		
PERF	\$2,226.91	\$13,498.85		
Credit Union	\$800.00	\$4,250.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$285,935.44	\$685,147.05

Voucher List

Jasper County Public Library

Report Date: From 7/1/2003 To 7/14/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22086	532	ALCO DISCOUNT STORE #290	7/14/2003	YA Craft supply-DeM. Lib.	\$7.16
22087	533	AMAZON.COM CREDIT	7/14/2003	Books	\$58.11
22088	534	BAKER & TAYLOR	7/14/2003	Books, Gift Books, A-V, Continuations	\$8,419.05
22089	535	BAKER & TAYLOR ENTERTAIN	7/14/2003	Videos	\$211.14
22090	536	BOILER & PRESSURE VESSEL	7/14/2003	Re-Inspection @ DeM. Lib.	\$57.00
22091	537	BROWN'S GARDEN & FLORAL	7/14/2003	Lawn Mowing-May'03, Rens. Lib.	\$500.00
22092	538	CHIEF, CDS	7/14/2003	Marc 21 Concise-2002 ed.	\$40.00
22121	539	CHEMSEARCH	7/14/2003	Boiler Chemical freight charges	\$48.80
22122	540	CHESTER TECHNOLOGIES	7/14/2003	MS Office XP Pro License	\$63.00
22123	541	CULLIGAN	7/14/2003	July '03 Water Cooler Rental-Wh. Lib.	\$9.95
22124	542	D & J LAWNCARE, INC.	7/14/2003	Dem. Lib. Lawn care & Mowing, 4/23-6/17/03	\$575.00
22125	543	DEMCO	7/14/2003	Book Jacket covers, Audiocassette cases	\$544.38
22126	544	DEMOTTE CHAMBER OF COM	7/14/2003	Chamber dues-7/03-7/04	\$85.00
22127	545	DIANA KOOY	7/14/2003	Mileage-Bank Deposits, meetings.	\$60.48
22128	546	EDUCATION ON WHEELS, INC	7/14/2003	Children Books-DeM.	\$1,747.47
22129	547	ELTON E. HUMMEL	7/14/2003	Summer Reading Program-Beauty & the Beast @ Rens & Wh. Lib., 6/11/03	\$500.00
22130	548	FACTS ON FILE, INC.	7/14/2003	Personal Forms, Business Forms on File	\$317.79
22131	549	FASE'S WATER TREATMENT	7/14/2003	Redout-DeM. Water softner	\$82.00
22132	550	GALE GROUP	7/14/2003	Something About Author, Country World Leaders, Info Press series-Continuation Books	\$1,242.16
22133	551	GATEWAY LEARNING CORPO	7/14/2003	Hooked on Phonics-letters	\$7.50
22134	552	GIESLER ELECTRIC, INC	7/14/2003	Repair Outside lights-DeM. Lib.	\$126.00
22135	553	GLENDA BROWN	7/14/2003	Delphi Historical Society trip expense	\$5.62
22136	554	GOODWIN FIRE EQUIPMENT,	7/14/2003	Fire Extinguisher Inspections-Dem. & Rens. Lib.	\$40.00
22137	555	HERITAGE OFFICE PRODUCT	7/14/2003	Columnar Pad, UPS Charges	\$12.27
22138	556	HERRMAN & GOETZ, INC.	7/14/2003	Change Ballasts and light-Rens. Lib.	\$270.84
22139	557	HRS USA	7/14/2003	DVD, VHS, Software	\$901.34
22140	558	INCOLSA	7/14/2003	Workshop- Storytime Yr./Preschoolers; OnLine Dict. of Art annual subsc.	\$1,216.00
22168	559	INDIANA DEPT.OF WORKFOR	7/14/2003	Workman's Comp-2nd Qtr. Payment 2003	\$817.32
22142	560	INGRAM	7/14/2003	Paperback books	\$18.53
22143	561	JASPER COUNTY HOSPITAL	7/14/2003	DeM. Lib. Water analysis	\$15.00
1030	562	JASPER COUNTY PUBLIC LIB	7/14/2003	Bank Transfer- From DeMotte State Bank to Peoples State Bank	\$15,000.00
22144	563	JENNIFER L. EVERS	7/14/2003	Mileage-Inventory; Mgmt Mtg.	\$23.76
22145	564	JILL TACHTIRIS	7/14/2003	Book-Twisters..	\$9.88
22146	565	JOSEPH WHITE	7/14/2003	Balloon Program @ Dem. Lib. 6/24/03	\$50.00
22147	566	KATHRYN WEED	7/14/2003	Mileage-Database Comm. Mtg.	\$15.84
22148	567	KRISTINE L.MAYS	7/14/2003	Mileage-Workshop (Lafayette)	\$33.84
22149	568	LANDMARK AUDIOBOOKS	7/14/2003	Audiocassettes	\$281.42
22150	569	LA OLA LATINO AMERICANA	7/14/2003	Spanish Newspaper subscr. 6/27/03-6/26/04 (100 copies)	\$200.00
22151	570	LEISURE ARTS	7/14/2003	Spirit of Christmas series-Continuations	\$29.91
22152	571	LIBRARY STORE, INC.	7/14/2003	Classification labels-Mystery, Fantasy	\$14.86
22153	572	LINDA THOMPSON	7/14/2003	Mileage-reference counterparts	\$21.60
22154	573	LISA DAVIS	7/14/2003	Adult Program supplies-key rings; Mileage-Basic Literacy Mtg.	\$17.12
22155	574	LYNN DAUGHERTY	7/14/2003	Mileage-Library visits- Wh. Bldg. Project; Mgmt & Board Mtgs.	\$132.48
22156	575	MARK OPOLSKI	7/14/2003	DVD Browser for Wh. Lib.	\$12.75

Printed on Monday, July 14, 2003

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22157	576	MARY MOLENAAR	7/14/2003	Mileage & Expenses-Incolsa (Marc Records) Workshop	\$69.57
22158	577	MIDWEST TAPE	7/14/2003	VHS's	\$247.61
22093	578	NORTHSTAR AUDIOBOOKS, I	7/14/2003	Audiobooks	\$175.00
22094	579	M W INSURANCE AGENCY	7/14/2003	Boiler Policy, 4/16/03-4/16/04	\$820.00
22095	580	PATTY STRINGFELLOW	7/14/2003	Mileage-Delphi Historical (Milroy) trip; Library Visits-Wh. Bldg. Proj.	\$38.16
22096	581	POSTMASTER GENERAL	7/14/2003	Postage Stamps: 200-10cent; 200-5c; 100-\$1; 100-83c; 100-60c; 2000-37c; 25 Postcards	\$1,019.00
22097	582	POST TRIBUNE PUBLISHING, I	7/14/2003	Newspaper subscription-7/3/03-04, DeMotte Lib.	\$156.00
22098	583	PUBLIC EMPLOYEES' RETIRE	7/14/2003	2nd Quarter Payment-PERF	\$15,374.79
22099	584	QUALITY LASER TECHNOLOG	7/14/2003	Print Cartridges-HP6578A	\$226.46
22100	585	QUILL	7/14/2003	Construction Paper, Wiggle Eyes, Ass't Craft Buttons, Removable & Folder Labels, Copy Paper	\$71.18
22101	586	REBECCA GIBSON	7/14/2003	Counterpart Mtg. expenses, Mousepad, Display flowers, brochure holders, organizers, etc.	\$102.09
22102	587	RECORDED BOOKS, LLC	7/14/2003	Audiocassettes	\$133.60
22103	588	REGENT BOOK CO., INC.	7/14/2003	BH&G Traditional Home series	\$12.04
22104	589	RELIABLE CORPORATION	7/14/2003	Color Copy Paper, Diskettes	\$158.70
22105	590	RENSSELAER REPUBLICAN	7/14/2003	Home Ed. Ad; Bond ads: Notice of Prelim Hearing; Notice to Adopt Prelim.Determination	\$142.54
22106	591	SAINT JOSEPH COLLEGE	7/14/2003	Work Study Program-Kim Roberts, 2/14/03-5/23/03	\$131.18
22107	592	SCHIFFER PUBLISHING, LTD	7/14/2003	Books	\$32.55
22108	593	SECRETARY OF STATE	7/14/2003	Notary Bond-Kim Delger (Dem. Lib.)	\$5.00
22109	594	SECURITY COURIERS CORP.	7/14/2003	Courier Service-5/30-6/26/03	\$1,255.81
22110	595	SHERMAN SPECIALITY COMP	7/14/2003	Summer Reading Mat's-Rens. Ch.	\$59.38
22111	596	SIMPLEXGRINNELL LP	7/14/2003	Alarm System repairs - Battery Replacement, motherboard damage	\$510.60
22112	597	SPRINT	7/14/2003	Local phone service-Rens., Payphone, DataLine	\$659.66
22113	598	TOM KROOSWYK PLMBG, HT	7/14/2003	Furnace/Air Conditioner repairs @ Wh. Lib.	\$154.29
22114	599	TROYER GROUP, INC.	7/14/2003	Initial Payment on Architect contract-Wh. Bldg. Project	\$5,000.00
22115	600	TYSEN'S COUNTRY GROCER	7/14/2003	Teen Program supplies-Dem. Lib.	\$23.59
22116	601	UNIQUE MANAGEMENT SERVI	7/14/2003	Collections-Initial & Secondary placements-May & June '03	\$295.14
22117	602	USA TODAY	7/14/2003	Newspaper subsc-Wh. Lib. 8/4/03-04	\$119.00
22118	603	VERIZON	7/14/2003	Phone Directories	\$273.01
22119	604	VIKING OFFICE PRODUCTS	7/14/2003	Paper Roll Towels, M-Fold towels	\$243.40
22120	605	WAL-MART COMMUNITY BRC	7/14/2003	DVD, VHS, Music CD's, CD-Roms, Chlorox Wipes, Dots, Mtg Rm. Supply	\$1,792.06
0	606	PAYROLL	7/10/2003	PAYROLL	\$34,427.56
22159	607	INDIANA STATE LIBRARY	7/10/2003	Plac Card Sale-2nd Quarter (DeM. Lib.)-P.Mullins	\$26.00
22160	608	ANTHEM BLUE CROSS AND B	7/10/2003	July Health Ins.Premium-14 participants	\$7,932.60
22161	609	ING	7/10/2003	Withheld from 10 JUL 03 Payroll- Deferred Comp Plan	\$2,188.17
0	611	INTERNAL REVENUE SERVIC	7/11/2003	EFT-Federal & FICA Taxes Withheld from 10 JUL 03 Payroll, Ref #21595494	\$7,564.49
22162	612	LA-PORTER FEDERAL CREDIT	7/10/2003	Withheld from 10 JUL 03 Payroll-3 participants	\$400.00
22163	613	NORTHWESTERN INDIANA TE	7/10/2003	DeMotte Local Telephone Serv-July'03	\$139.52
22164	615	OOMS BROS. DISPOSAL SER	7/10/2003	Trash Service @ DeM. Lib - Jul, Aug, Sep'03	\$61.00
22165	616	PLATINUM PLUS FOR BUSINE	7/10/2003	Concert Stage, Book Fair books, summer reading prizes	\$631.99
22166	617	TOWN OF DEMOTTE	7/10/2003	Sewer Service @ DeM. Lib.-May 03	\$62.70
22167	618	TOWN OF WHEATFIELD SEW	7/10/2003	Sewer service @ Wh. Lib.-July'03	\$41.05
0	619	1999-2000 Directory of Grantma	7/11/2003		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$116,618.86

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, July 14, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$116,618.86

Date this 14th day of July, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AUG.

AGENDA

**Jasper County Public Library Board Meeting
Monday, August 25, 2003, 7:00 PM
Rensselaer Library**

Budget Hearing for 2004 Budget

AGENDA

Jasper County Public Library Board Meeting
Monday, August 11, 2003, 7:00 PM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of June board meetings (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)
- D. Policy review (R 9 - R 10)

General Business

- A. Budget (R 11-R17) Action
- B. PERF changes (R 19) Action
- C. Filtering (R 21) Action
- D. Wheatfield Building Project (R 21) Information
- E. Wheatfield Meeting Room Request (R 23) Action

Director's Report (R 21-R 22)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
Rensselaer Library

July 14, 2003
7:00 PM

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Tim Schultz Jr., Lynn Daugherty, Gail Jung, Patty Stringfellow.

Absent: Mari Anne Saylor

Consent Agenda & Consent Agenda Items: On a motion by M. Heinig, seconded by M. Crawford, the minutes of the June Board Meeting, monthly bills and financial reports, salary ordinance update, Public Information Policy and Public Records Policy revisions as recommended by the Policy Committee were approved. Motion was unanimous.

Meeting Room Rental: T. Schultz moved, seconded by M. Crawford, to allow the library to rent the meeting rooms for social events on weekends at a fee of \$50 rental plus \$100 refundable security deposit when the room is left in the condition in which it was found. Motion passed unanimously. DeMotte and Rensselaer libraries will rent their meeting rooms on an indefinite trial basis and according to the dictates of the Meeting Room Policy. Either library may discontinue the practice at any time. Wheatfield Library chooses not to rent out their meeting room at this time.

Building Program Revisions: The primary adjustment to the Building Program plan is to increase the size of the Meeting Room and also to allow more shelving space for Book Collections for an increase of 1,000 sq. ft to the size of the building. M. Heinig made a motion, seconded by A-M Egan, to approve the Building Program Revisions. Motion failed to pass 3-2 with T. Schultz, J. Floyd, and M. Crawford voting against. They felt the maximum size of the building was determined by the Feasibility Study and by shifting of space requirements, we can work within these boundaries to add to the areas in question. Additionally, they felt an increase in square footage could push the building costs too close to the maximum amount advertised in the predetermination hearing.

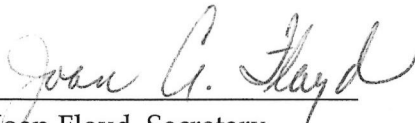
Filtering Software: M. Crawford moved, seconded by T. Schultz to pay to filter library computers at a cost of \$1215 per year. Motion was amended to say when and if the government says we have to, we will filter at a cost of \$1215 per year to save our USF and grant opportunities. Motion passed unanimously. We will not publicize when we do filter. Filters can be turned off for research purposes if requested.

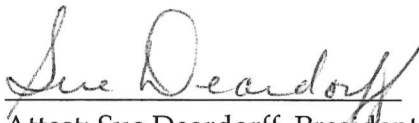
Construction Manager: The Skillman Corporation offered their services as project manager for the Wheatfield Building project. They proposed that their fee would be offset by the savings they can provide by suggesting less expensive fixtures, making equipment changes, and re-designing systems. They would work as our 'watchdog' during the construction phase. A reference check of two libraries that used Skillman Corp. was not overwhelmingly convincing. The board determined that they would

prefer to hire a 'Clerk of the Works' as previously agreed at the June meeting. Several persons were suggested as possible candidates; namely, Al Hamstra, George Nannenga, Curt Mingear, and Derry Froman.

Director's Report: The Jasper Foundation approved a \$1,000 grant for author Phillip Gulley's visit next Spring. Revisions to the Library Law were provided to board members. Changes were mainly regarding the State Board of Tax Commissioners now referred to as Dept. of Local Government Finance (DLGF), merger of Class 1 Libraries, and procedures for taxpayer petitions for judicial reviews.

Adjournment: The board adjourned at 8:08 PM on a motion by M. Crawford, seconded by A-M Egan.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

July 2003

XX

DEMOTTE

54,986

8.3%

RENSSELAER

62,965

4.8%

WHEATFIELD

30,770

1.2%

[illegible]

MONTHLY SYSTEM STATISTICS

2002

2003

% change

Current month's Circulation

25,637

27,054

5.5%

Jan. to date circulation

181,596

183,854

1.2%

Al
W

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

July 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	114	25	159	34	183	40	456	99
LOCAL HISTORY								
In person	4	1	31	9		0	35	10
Letters written	3	3	14	14		0	17	17
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	313	13	610	25	206	9	1129	47
Computer software used	14	1	156	13	38	3	208	17
VCR Use		0		0		0	0	0
Microforms	3	0	67	9		0	70	9
CD ROM/Online databases	27	2	206	17	41	3	274	23
Typewriter use		0		0		0	0	0
Other equipment used	2	1		0		0	2	1
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	4	3		0	6	4
Notarized documents		0	15	4	1	0	16	4
Meeting Room Use (no. of groups)	29	10	24	8	9	3	62	21
Study room use	15	1	15	1	4	0	34	3
INTERLIBRARY LOANS								
Requests made for:	44	11	73	18	47	12	164	41
Items rec'd for:	24	12	100	50	25	13	149	75
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7315	7258	2969	17542
Non-resident, paying	6	18	2	26
PLAC card users	1	3	0	4
Reciprocal borrowers	377	283	24	684

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Programs for all ages	0	0	2	12		0	2	12
Children's Programs (0-13)	3	18	6	36	3	18	12	72
Number attending	239		265		157		661	
YA Programs (14-17)	3	18	1	6		0	4	24
Number attending	50		17				67	
Adult Programs		0	3	18	2	12	5	30
Number attending	3		82		26		111	
Senior Citizen Programs	1	6	3	18		0	4	24
Number attending	2		41		4		47	
Total Number of Programs	7	42	15	90	5	30	27	162
Total Persons Attending	294		405		187		886	
Total Attending Same Month Last Yr.	235		266		131		632	
Total Staff Hours Spent		124		296		113		532
Hours Spent Same Month last year		140		194		63		397

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7959	69.9%	8433	73.8%	3976	77.4%	20368	72.9%
Corporate	63	0.6%	169	1.5%	13	0.3%	245	0.9%
Juvenile 0-11	2152	18.9%	1376	12.0%	730	14.2%	4258	15.2%
Nonresident No Fee	59	0.5%	151	1.3%	35	0.7%	245	0.9%
Nonresident Fee		0.0%	39	0.3%		0.0%	39	0.1%
Reciprocal	297	2.6%	249	2.2%	33	0.6%	579	2.1%
School	6	0.1%	16	0.1%		0.0%	22	0.1%
St. Joseph College		0.0%	54	0.5%		0.0%	54	0.2%
State Library Card	6	0.1%	5	0.0%		0.0%	11	0.0%
Staff	480	4.2%	575	5.0%	223	4.3%	1278	4.6%
YA 12-17	369	3.2%	353	3.1%	128	2.5%	850	3.0%
Total	11391		11420		5138		27949	
All items borrowed by nonresidents	368	3.2%	514	4.5%	68	1.3%	950	3.4%

CIRCULATION BY HOLDINGS CODE
July 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	22			22
Award Winner JFIC (DAJFIC)	26			26
Award Winner JNF (DAJNF)	7			7
Award Winner JPFIC (DAJBPF)	8			8
Award Winner YAFIC (DAYAF)	5			5
Award Winner YAPFIC (DAYPBF)	2			2
Biography (DBIO)	30	8	1	39
Books on CD (DBKCD)	54	4	1	59
Books on Tape (DBKT)	119	6	1	126
Compact Disc (DCD)	300	15	3	318
DVD	555	4		559
Equipment (DEQP)				0
See librarian (DERR)				0
Express Book (DEXP)	41			41
Fiction (DFIC)	1637	80	22	1739
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	313	5		318
Juv. Biography (DJBIO)	58			58
Juv. Book on CD (DJBKCD)	2			2
Juv. Book on Tape (DJBKT)	122			122
Juv. Compact Disc (DJCD)	48			48
Juvenile Easy (DJE)	1273		7	1280
Juv. Easy Reader (DJER)	713			713
Juv. Fiction (DJFIC)	430	9	12	451
Juv. Holiday books (DJHOL)	10			10
Juv. Magazine (DJMAG)	127		1	128
Juv. Music Cassette (DJMC)	10			10
Juv. Nonfiction (DJNF)	810	8	2	820
Juv. Nonfic Text Bk (DJNFTB)	2			2
Juv. Paperback fic (DJPBF)	620	11	3	634
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	101	2		103
Large Print Nonfic (DLPNF)	5			5
Magazine (DMAG)	743	7	10	760
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1020	36	22	1078
Nonfiction VHS (DNFVHS)	45			45
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	17			17
Parent Shelf Ref (DPREF)				0
Reference (DREF)	24	100	25	149
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)				0
Spanish Collection (DSPA)	3			3
Software (DSWAR)	173	4		177
Vertical File (DVF)	22	1	1	24
VHS	938	9	1	948
YA Biography (DYAB)	2			2
YA Books on CD (DYABKCD)	6			6
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	78	2	1	81
YA Nonfiction (DYANF)	25	3		28
YA Paperback Fic (DYAPBF)	159	1		160
Award Winner JBIO (RAJBIO)		6		6
Award Winner JE (RAJE)		10		10
Award Winner JFIC (RAJFIC)		2		2
Award Winner JNF (RAJNF)		3		3
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)	1	4		5
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	2	77		79
Books on CD (RBKCD)	1	68		69
Books on Tape (RBKT)	3	187	2	192
Compact Disc (RCD)	9	361	8	378
DVD		991		991
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		109		109
Fiction (RFIC)	43	1429	24	1496
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		2		2
Internet (RINTER)		605		605
Juv. Biography (RJBIO)		33		33
Juv. Book on CD (RJBKCD)		2		2
Juv. Book on Tape (RJBKT)	2	74		76
Juv. Compact Disc (RJCD)	1	17		18
Juvenile Easy (RJE)	26	1072	3	1101
Juv. Easy Reader (RJER)	1	152	1	154
Juv. Fiction (RJFIC)	8	371	1	380
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		45		45
Juv. Music Cassette (RJMC)		8		8
Juv. Nonfiction (RJNF)	16	561	3	580
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	2	282	2	286
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	5	79	1	85
Large Print Nonfic (RLPNF)		7		7
Magazine (RMAG)	1	317		318
Music Cassette (RMCAS)		2		2
Nonfiction (RNFC)	39	927	18	984

Nonfiction VHS (RNFVHS)		40	3	43
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		2		2
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		16		16
Software (RSWAR)	1	165		166
Vertical File (RVF)		13		13
VHS	5	1557	1	1563
YA Biography (RYAB)		6		6
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)	1	8		9
YA Fiction (RYAF)	9	182	3	194
YA Nonfiction (RYANF)	2	57		59
YA Paperback Fic (RYAPBF)	5	165	1	171
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)		1	2	3
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)		7	27	34
Books on CD (WBKCD)	2	7	38	47
Books on Tape (WBKT)	6	2	46	54
Compact Disc (WCD)	3	9	217	229
DVD	2	4	495	501
Equipment (WEQP)				0
See librarian (WERR)			1	1
Express Book (WEXP)			22	22
Fiction (WFIC)	52	54	607	713
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			206	206
Juv. Biography (WJBIO)			3	3
Juv. Book on CD (WJBKCD)			2	2
Juv. Book on Tape (WJBKT)	2		38	40
Juv. Compact Disc (WJCD)	1		12	13
Juvenile Easy (WJE)	11	3	509	523
Juv. Easy Reader (WJER)	1		165	166
Juv. Fiction (WJFIC)	12	8	180	200
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)		1	77	78
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	9	17	294	320
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	5	3	151	159
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	2	1	9	12
Large Print Nonfic (WLPNF)			4	4
Magazine (WMAG)	3		307	310
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	27	29	519	575
Nonfiction VHS (WNFVHS)	1	1	23	25
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)		1		1
Spanish Collection (WSPA)			7	7
Software (WSWAR)			104	104
Vertical File (WVF)			1	1
VHS	6	4	641	651
YA Biography (WYAB)				0
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)			3	3
YA Fiction (WYAF)	5	6	37	48
YA Nonfiction (WYANF)	1		19	20
YA Paperback Fic (WYAPBF)	15	2	51	68
TOTAL	11055	10491	5002	26547

**CIRCULATION BY HOLDINGS CODE
MM YY**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	6	0	7
Award Winner JE (AJE)	22	11	2	35
Award Winner JFIC (AJF)	26	2	0	28
Award Winner JNF (AJNF)	7	3	0	10
Award Winner JPFIC (AJPF)	8	1	0	9
Award Winner YAFIC (AYAF)	6	4	0	10
Award Winner YAPFIC (YAYPBF)	2	0	0	2
Biography (BIO)	32	92	28	152
Books on CD (BKCD)	57	79	39	175
Books on Tape (BKT)	128	203	49	380
Compact Disc (CD)	312	385	228	925
DVD	557	999	495	2051
Equipment (EQP)	0	0	0	0
See librarian (ERR)	0	0	1	1
Express Book (EXP)	41	109	22	172
Fiction (FIC)	1732	1563	653	3948
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	2	0	2

Internet (INTR)	313	610	206	1129
Juv. Biography (JBIO)	58	33	3	94
Juv. Book on CD (JBCD)	2	2	2	6
Juv. Book on Tape (JBKT)	126	74	38	238
Juv. Compact Disc (JCD)	50	17	12	79
Juvenile Easy (JE)	1310	1075	519	2904
Juv. Easy Reader (JER)	715	152	166	1033
Juv. Fiction (JFIC)	450	388	193	1031
Juv. Holiday (JHOL)	10	0	0	10
Juv. Magazine (JMAG)	127	46	78	251
Juv. Music Cassette (JMC)	10	8	1	19
Juv. Nonfiction (JNF)	835	586	299	1720
Juv. Nonfic Text Bk (JNFT)	2	0	0	2
Juv. Paperback fic (JPBF)	627	296	156	1079
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	108	82	10	200
Large Print Nonfic (LPNF)	5	7	4	16
Magazine (MAG)	747	324	317	1388
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	1086	992	559	2637
Nonfiction VHS (NFVH)	46	41	26	113
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	2	0	19
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	24	100	25	149
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	0	1	0	1
Spanish Collection (SPA)	3	16	7	26
Software (SWAR)	174	169	104	447
Vertical File (VF)	23	14	2	39
VHS	949	1570	643	3162
YA Biography (YAB)	2	6	0	8
YA Books on CD (YABKCD)	6	1	0	6
YA Books on Tape (YABKT)	1	8	3	12
YA Fiction (YAF)	92	190	41	323
YA Nonfiction (YANF)	28	60	19	107
YA Paperback Fic (YAPBF)	179	168	52	399
Free reads	269	738	109	1116
Puzzles				0
Talking books				0
Assignment Shelf Books				0
TOTAL	11325	11237	5111	27672

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	2150	2492	794	5436
Nonfiction	1150	1207	624	2981

CHILDREN'S BOOKS

Fiction	3158	1925	1036	6119
Nonfiction	930	630	302	1862

YA BOOKS

Fiction	279	362	93	734
Nonfiction	30	66	19	115
Magazines, Adult	747	324	317	1388
Magazines, Children	127	46	78	251
Games, Toys	0	2	0	2
Sound Recordings, adult	504	678	319	1501
Sound Recordings, ch	188	101	53	342
Online databases	0	0	0	0
Software	174	170	104	448
Vertical file	23	14	2	39
VHS/DVD	1552	2610	1164	5326
Equipment	0	0	0	0
Total	11012	10627	4905	26544

SALARY ORDINANCE UPDATE

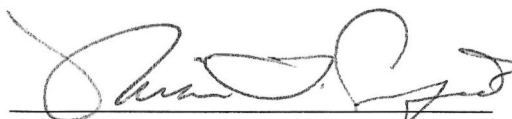
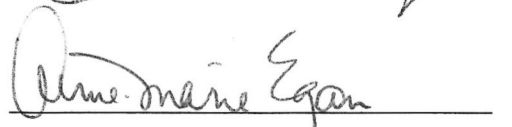
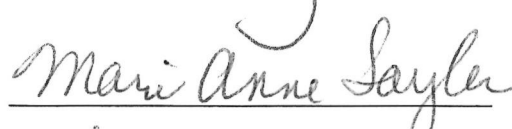
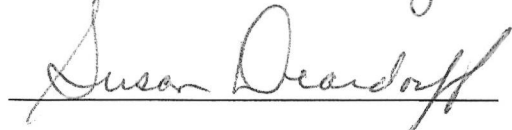
8/1/03

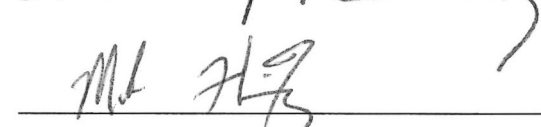
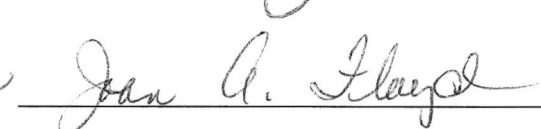
Name	Classification	Present Hrly Wage	Hours Worked	Library	Start Date	Raise Date(s)	Step
Calderone, Kimberly	Clerk	\$7.00,\$7.10	12	D	7/22/2003	11/1	1a,b
Fraley, Rebecca	Page	5.95,6.05	12	D	7/1/2002	1/1, 7/1	1c,2
Graf, Beth Morris	Clerk	7.25/7.40	12	R	12/20/2001	Res. 7/31	1c,2
Herz, Mary	Clerk	\$7.00,\$7.10	12	D	7/22/2003	11/1	1a,b
Shoemaker, Beth	Clerk	7.00,7.10	12	R	8/13/2003	15-Nov	1a,b
Wynkoop, Dana	Page	\$6.35	12	D	8/7/2000	Res. 8/1	3
Wynkoop, Ryan	Page	5.75/5.85	10	D	7/25/2003	11/1/2003	1a,b

Kimberly and Mary will take the places of Sandy Lagestee and Kim Delger who were promoted last month to library assistants, replacing Renee Carr and Vicky Stubblefield.

Rebecca will work 2 more hours per week than previously. Beth Graf has left to take a position at St. Joseph's College and will be replaced by Beth Shoemaker. Ryan Wynkoop will replace his sister, Dana, who will be leaving to attend college.

We have examined and approved the changes in the salary ordinance. Dated August 11, 2003.

 Timothy M. Schuck
 Marie Anne Egan
 Mari Anne Sayler
 Susan Deardoff

 Mt. H. Z.
 Joan A. Flayd

MEMORANDUM

Art Exhibit/Display Case Policy, Bulletin Board Policy

Summary: The Policy Committee recommends no changes in the Art Exhibit/Display Case Policy. In the Bulletin Board Policy, we removed the prohibition on commercial advertisements so that home-based businesses such as babysitting or handyman services could be advertised if a library's bulletin board has space. We also removed some restrictions, so that each library can set its own size and time limit rules to meet their needs.

Discussion: Our libraries have different sized bulletin boards and different needs. They want to be able to decide, library by library, what can be posted, what size is allowable and how long notices can be posted. My main concern is that each library be consistent and that the bulletin boards always look neat. We can do that by setting some basic rules and letting the libraries set the details to meet their own needs. I will require that each library post its time limits, size limits, and the kind of notices accepted.

Vote: To approve the Art Exhibit/Display Case Policy as written and the Bulletin Board Policy as revised.

R 10

Bulletin Board Policy

JCPL bulletin boards and pamphlet racks in our foyers serve as a medium of communication between the Library and the public and serve to promote the Library.

While first considerations are given to needs of the Library, notices of nonprofit civic, cultural or educational organizations may be accepted for display as space permits. Political or commercial advertisements and military recruitment posters shall not be accepted for display. Posters and notices may not be larger than 8 ½ x 11.

Individuals or nonprofit groups may advertise items or services for sale as space permits. *Each library will set its own limitations to meet its own unique space needs. Bulletin boards should not detract from the appearance of the library. Notices may not extend beyond the frame of the bulletin board.* These notices must be no larger than 3" by 5" in size and will be allowed to remain posted for only one week.

Notices need approval by the Library prior to posting. The Library reserves the right to determine what shall be exhibited.

Posting of materials in the Library does not necessarily indicate the Library's endorsement of the issue or event promoted by those materials.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas.

Containers for monetary contributions may not be placed in the Library. The only types of merchandising permitted are sales or activities for which the Library is the beneficiary.

Questions concerning the posting of any specific notice, poster or other material should be referred to the Agency Librarian who may consult with the Director when necessary.

8/94; reviewed 8/95,8/99; revised 8/97; revised 8/01; draft 8/03

MEMORANDUM

Budget 2004

Summary: The Budget Committee recommends the 2004 budgets be advertised as presented on the following pages. The Operating Budget for 2004 decreased over the 2003 budget only because we had windfall CAGIT money to appropriate in 2003. The 2004 Operating and Capital Projects levy requests are inflated enough, we believe, to allow us to receive our maximum allowable tax levy, regardless of increases or decreases to our miscellaneous revenues and regardless of changes to the assessed valuation. In the Operating Budget, the inflation is in the requested operating balance, not in the budget itself. The LIRF budget does not require tax funds. It relies on money transferred into it each year from the operating fund. The Bond and Interest Redemption Fund Budget has the funds needed to make our bond payments for 2004 and the first bond payment of 2005 as recommended by the Department of Local Government Finance.

Discussion: The Operating Budget provides for a 4% increase in all staff salaries. The Board should determine my actual salary some time before the beginning of 2004.

This operating budget provides a higher amount for unemployment compensation, since our rate went up considerably this year. It adds 17% to the health insurance costs, just in case, and provides for health insurance for one more employee than we now cover.

We increased the amount of money budgeted for gas and electricity, since we have heard predictions that these costs will rise next winter.

We are recommending transferring \$30,000 to LIRF next year.

We have slightly raised the budgets for library materials—books, periodicals and nonprint materials.

Vote: To approve advertisement of the Operating, Capital Projects, BIRF and LIRF budgets as recommended by the board's budget committee.

2004 Budget Comparisons

R12

	2000 Disbursed	2001 Disbursed	2002 Disbursed	2003 Budget	2003 Disbursed 6/30/2003	2,003 Expected Expenditures	2004 Proposed Budget	% of Total 2004 Budget
1 PERSONAL SERVICES								
1.1 Salaries and wages								
1.11 Salary of librarian	\$45,613	\$47,151	\$48,711	\$50,336	\$25,103	50,206	\$52,349	
1.12 Salary of Assistants	\$568,875	\$627,069	\$679,533	\$720,349	\$353,248	706,496	\$743,988	
1.13 Wages of Janitor	\$36,496	\$37,249	\$40,556	\$46,440	\$20,073	40,146	\$48,924	
1.2 Employee benefits								
1.21 Employer: FICA	\$48,636	\$52,511	\$56,108	\$60,032	\$28,677	57,354	\$61,140	
1.22 Unemployment Comp	\$2,037	\$1,073	\$1,491	\$1,350	\$2,316	3,600	\$5,173	
1.23 Employer: PERF	\$27,745	\$30,399	\$35,760	\$34,655	\$17,927	35,854	\$46,448	
1.24 Employer: Group Insur.	\$24,487	\$32,881	\$41,104	\$46,069	\$23,906	47,812	\$61,608	
1.3 Other personal services								
1.31 Other personal services	\$280	\$920	\$387	\$400	\$88	220	\$100	
Total Personal Services	\$754,170	\$829,254	\$903,650	\$959,631	\$471,338	941,688	\$1,019,730	63%
2 SUPPLIES								
2.1 Office supplies								
2.11 Official records	\$448	\$708	\$170	\$750	\$420	840	\$450	
2.12 Stationery/printing	\$289	\$0	\$353	\$450	\$409	500	\$450	
2.13 Other office supplies	\$5,466	\$5,519	\$7,962	\$8,400	\$4,537	9,074	\$9,200	
2.2 Operating supplies								
2.21 Cleaning/sanitation	\$4,102	\$3,650	\$3,755	\$4,000	\$2,159	4,318	\$4,000	
2.22 Fuel/oil/lubricants	\$8	\$0	\$0	\$0	\$0	0		
2.23 Other operating supplies	\$3,389	\$3,498	\$2,107	\$3,500	\$2,503	3,500	\$3,700	
2.3 Repair/maintenance supplies								
2.31 Building materials	\$905	\$2,047	\$849	\$1,200	\$739	1,000	\$1,200	
2.32 Painting supplies	\$0	\$28	\$372	\$0	\$0	0		
2.33 Repair parts	\$454	\$258	\$23	\$400	\$51	300	\$400	
2.4 Other supplies								
2.41 Library supplies	\$4,247	\$4,161	\$9,709	\$12,550	\$5,978	10,000	\$12,550	
2.42 Marketing supplies	\$1,687	\$4,238	\$83	\$150	\$53	150	\$200	
Total Supplies	\$20,994	\$24,108	\$25,359	\$31,400	\$16,849	29,682	\$32,150	2%

	2000 Disbursed	2001 Disbursed	2002 Disbursed	2003 Budget	2003 Disbursed to 6/30/03	2003 Expected Expenditures	2004 Proposed Budget	% of Total 2004 budget
3 OTHER SERVICES/CHARGES								
3.1 Professional services								
3.11 Consulting services	\$10,709	\$2,133	\$0	\$1,000	\$0	0		
3.12 Engineer/Arch Services	\$0	\$14,791	\$2,213		\$0	0		
3.13 Legal services	\$1,888	\$938	\$0	\$1,500	\$225	450		
3.14 Other profess. services	\$4,398	\$5,030	\$14,542	\$6,000	\$3,203	6,000	\$6,150	
3.2 Communication/Transportation								
3.21 Telephone	\$4,842	\$6,407	\$4,869	\$7,000	\$2,531	7,000	\$7,000	
3.22 Postage	\$3,577	\$4,528	\$4,949	\$5,000	\$2,159	5,000	\$5,500	
3.23 Traveling expenses	\$8,429	\$6,853	\$7,666	\$7,000	\$3,252	6,504	\$8,000	
3.24 Professional mtgs	\$8,732	\$7,685	\$7,362	\$8,000	\$3,973	7,946	\$8,000	
3.25 Freight/Express	\$0	\$0	\$2,408	\$3,500	\$780	1,560	\$2,500	
3.26 Network expenses	\$3,601	\$14,115	\$9,166	\$11,850	\$2,840	5,680	\$15,000	
3.3 Printing/Advertising								
3.31 Adv/Public. of notices	\$1,943	\$1,275	\$1,435	\$1,800	\$471	1,800	\$1,800	
3.32 Printing (not off. supply)	\$358	\$291	\$0	\$200	\$0	0	\$300	
3.33 Marketing advertising			\$504	\$550	\$360	550	\$550	
3.4 Insurance								
3.41 Official bonds	\$305	\$255	\$100	\$200	\$200	250	\$200	
3.42 Other insurance	\$10,663	\$11,037	\$25,207	\$35,475	\$23,271	38,000	\$42,000	
3.5 Utility services								
3.51 Gas	\$21,432	\$23,349	\$16,834	\$27,000	\$16,940	32,000	\$38,000	
3.52 Electricity	\$44,243	\$42,531	\$40,642	\$43,000	\$18,986	43,000	\$45,000	
3.53 Water	\$879	\$963	\$1,011	\$1,000	\$481	962	\$1,000	
3.54 Waste disposal service	\$2,235	\$2,317	\$2,417	\$2,400	\$1,254	2,508	\$2,550	
3.6 Repairs/maintenance								
3.61 Bldgs/Structures	\$46,800	\$72,109	\$96,433	\$56,025	\$17,996	35,992	\$53,516	
3.62 Equipment	\$2,192	\$1,551	\$1,282	\$2,000	\$274	1,000	\$1,000	
3.7 Rentals								
3.71 Real estate	\$0	\$0	\$0		\$0	0	\$0	

R 14

		2000 Disbursed	2001 Disbursed	2002 Disbursed	2003 Budget	2003 Disbursed to 6/30/03	2003 Expected Expenditures	2004 Proposed Budget	% of Total 2004 budget
3.72	Equipment	\$443	\$326	\$201	\$250	\$158	225	\$275	
3.91	Dues	\$2,435	\$2,453	\$3,071	\$1,735	\$1,640	1,735	\$1,735	
3.92	Interest on loans	\$0	\$0	\$0		\$0	0		
3.93	Taxes/Assessments	\$136	\$0	\$0		\$242	242	250	
3.94	Transfer to LIRF	\$12,550	\$23,923	\$45,000	\$180,000	\$0	0	\$30,000	
3.95	Book reimbursement	\$0	\$47	\$86	\$150	\$32	100	\$150	
3.96	Petty cash	\$0	\$0	\$0	\$120	\$0	0	\$120	
3.97	Interview/moving expense	\$493	\$0	\$0	\$500	\$0	0	\$0	
3.98	Maintenance/service contr	\$40,272	\$55,379	\$51,360	\$52,714	\$16,400	52,714	\$52,505	
Total Other Services/Charge		\$233,554	\$300,287	\$338,758	\$455,969	\$117,668	251,218	\$323,101	20%
4 CAPITAL OUTLAYS									
4.1	Land	\$0	\$0	\$1,000	\$0	\$69,126	69,126	\$0	
4.2	Buildings	\$0	\$0	\$0	\$0	\$0	0	\$0	
4.3	Improvements	\$0	\$0	\$0	\$0	\$0	0	\$0	
4.4	Furniture/equipment	\$20,125	\$50,088	\$16,143	\$11,289	\$9,969	16,000	\$11,130	
4.5 Other capital outlays									
4.51	Books	\$132,715	\$131,030	\$136,399	131,945	\$54,963	131,945	\$134,000	
4.52	Periodicals,newspapers	\$21,719	\$21,134	\$21,904	22,000	\$17,024	22,000	\$23,000	
4.53	Nonprint materials	\$46,065	\$50,587	\$54,613	62,200	\$26,293	62,200	\$65,000	
Total Capital Outlays		\$220,623	\$252,838	\$230,059	\$227,434	\$177,375	301,271	\$233,130	14%
FUND TOTAL		\$1,229,341	\$1,406,486	\$1,497,826	\$1,674,434	\$783,230	1,523,859	\$1,608,111	

Operating Fund Appropriations 2004

- 1.11 **Salary of Librarian** (4% increase) = \$52,349
- 1.12 **Salary of assistants** 4% increase = \$743,988
- 1.13 **Wages of Janitors** (4%) -- \$48,924
- 1.21 **Employer's Share – FICA** -- \$61,140
- 1.22 **Unemployment Compensation** -- \$5,173
Because this went up appreciably last year, we figured a 1.8% rate for next year
- 1.23 **Employer's Contribution – PERF** -- \$46,448
Our PERF rate was increased from 5.5% to 7.25% for next year.
- 1.24 **Employer's Contribution to Group health insurance**-- \$61,608
Funding for 15 employees. 14 presently on. Added 17% to cover possible increase.
Staff pay 20% of individual health care cost and 100% of family coverage.
- 1.31 **Other Personal Services:** substitute janitors, window washers, etc.
- 2.1 Office supplies
- 2.11 **Official records:** official forms--W-2s, accounts payable vouchers, checks, etc
- 2.12 **Stationery and printing:** letterheads, envelopes, business cards, note cards, deposit slips
- 2.13 **Other office supplies:** pens, copy and computer paper, file labels, nametags, bandaids, printer toner, posterboard, scissors, staplers.
- 2.21 **Cleaning & sanitation supplies**
- 2.22 **Fuel, oil & lubricants**
- 2.23 **Other operating supplies:** extension cords, fluorescent lights, rope for flag pulley, screwdrivers, flashlights, projection bulbs, batteries, surge suppressors, keys, ice melt, wastebaskets
- 2.31 **Building Materials & Supplies:** Furnace filters, redout, chemicals
- 2.32 Paint and painting supplies
- 2.33 Repair Parts
- 2.41 **Library supplies:** Bookmarks, posters, craft supplies, puppets, summer reading program materials, film & developing, meeting room supplies, program treats & prizes, laminate, book bags, tabletop literature holders. Automation materials, technical services processing materials--spine labels, book jackets, blank tapes, AV boxes, etc.
- 2.42 **Marketing supplies:** Includes imprinted pencils, bookmarks, special paper for brochures, etc.

- 3.11 **Consulting Services**
- 3.12 **Engineer/Architectural Services**
- 3.13 **Legal services** (If we need money here, we will use unused money from 3.26: T-1 line to fund this)
- 3.14 **Other professional services:** Fees for speakers, library logo design work, consultants, water analysis (DeMotte drinking water tests).
- 3.21 **Telephone**
- 3.22 **Postage**
- 3.23 **Traveling expense:** mileage, airline tickets
- 3.24 **Professional meetings:** registration fees, hotel and meal expenses for staff and board.
- 3.25 **Freight/express: book & nonprint shipping**
- 3.26 **Network expenses:** Probably the only expenses to come from this line are dataline costs (\$5,250). We are required to show that we have budgeted for T-1 line (\$15,000), even though a USF and state grant pays. We can transfer the remainder to other lines if it is never needed here.
- 3.31 **Advertising & public notices:** legal ads, help wanted ads, annual donor list
- 3.32 **Other printing:** library card layout, evaluation form, library brochures, artwork
- 3.33 **Marketing advertising:** magnets, pencils, publicity ads, booth rental, etc.
- 3.41 **Bonds:** Employee bonds, notary bonds, treasurer bonds
- 3.42 **Insurance-- \$42,000**
Building insurance, Workman's comp insurance, D&O liability insurance. We raised it from \$35,475 to allow for a possible increase.
- 3.51 **Gas -- \$38,000** (20% increase just in case)
- 3.52 **Electricity -\$45,000** (small increase, just in case)
- 3.53 **Water**
- 3.54 **Waste Disposal services -- \$2518.** DeMotte (\$62.70 mo), Wheatfield (\$41.05 mo), Rensselaer (about \$86 mo.), Ooms Bros. (\$60.05 quarter)
- 3.61 **Repairs & maintenance: building & structures:** lawn care, snow removal, building repairs, water heater repairs, caulking windows, elevator inspection

Painting contractors	\$2,800
Pest control	\$600
Boiler inspection	\$50
Elevator inspection	\$104
Fire extinguisher inspection	\$250
Fertilization	\$1,100
Lawn, snow, landscaping	\$12,000
Building repairs	\$26,000
DeMotte study room remodel	\$1,000
PFEED	\$9,612
TOTAL	\$53,516

- 3.62 **Repairs & maintenance: equipment:** telephones, Copier drums, other equipment, system equipment
- 3.72 **Rentals: equipment:** DeMotte P.O. Box, safety deposit box, Culligan water dispensers
- 3.91 **Dues 2004:** INCOLSA (\$150), Indiana Library Federation (\$1400), DeMotte Chamber of Commerce (\$85), Rensselaer/Remington Chamber of Commerce (\$80), Online Users Group (\$20)
- 3.94 **Transfer to LIRF:** Money appropriated in our operating budget to be placed in the Library Improvement Reserve Fund where it can be saved from year to year to use for major purchases or repairs of buildings and equipment. We will have more than \$100,000 in the fund by next year.
- 3.95 **Book reimbursement: \$150**
This will be used when we must reimburse a patron for a book worth returned to the library after the patron has already paid for it.
- 3.96 **Petty Cash**
- 3.97 **Interviewing & moving expenses** –I took this out. We have not used it for several years. If we needed money, we could move it from another line.
- 3.98 **Maintenance and service contracts 2004:**

Chester	\$0
Security Courier	\$13,610
Precision Controls	\$4,800
Simplex	\$3,100
Copiers	\$3,711
Elevator	\$1,528
AVC (financial accounting)	\$1,225
Unique Management	\$1,700
WHEELS	\$750
TLC	22,081
TOTAL	\$52,505

- 4.1 Land
- 4.2 Buildings
- 4.3 **Improvements other than buildings:**
- 4.4 **Furniture & equipment:**
- 4.51 **Books:** and Lease books
- 4.52 **Periodicals & newspapers:** and other subscription materials in paper format, as well as memberships required for magazine subscriptions.
- 4.53 **Nonprint materials:** computer software, reference databases, CD-ROMS, videos, books on tape, CDs, DVDs, microfilmed newspapers. \$5000 for INSPIRE databases may have to come from Reference database budget.

MEMORANDUM

Indiana Public Employment Retirement Fund (PERF) Changes

Summary: I would like the Board to adopt a resolution enabling employees in PERF-covered positions to make voluntary contributions to PERF on a pre-tax basis.

Discussion: Until 2000, employees in PERF-covered positions were required to make a *mandatory* 3% contribution to their Annuity Savings Account (ASA) portion of PERF. (The employer pays a % of each employees' salary to the *pension* portion of PERF.) In 2000, the Indiana General Assembly enacted a provision allowing PERF members to make *voluntary* contributions of an *additional* 10% of their salary. This voluntary contribution could be made on a post-tax basis only. This year, PERF (and TRF) received approval from the IRS to permit eligible members to make these voluntary contributions (or any portion of the voluntary contributions they wish) to their ASA on a pre-tax basis.

There are limitations. The most serious limitation is that once an employee makes the decision to make pre-tax contributions, he may not change that decision (either to increase or decrease the amount) as long as he is working for that particular employer.

This could be an attractive option for employees. Their salaries would be reduced by the amount of their contribution and they would pay federal taxes only on the reduced salary. Yet their pension would still be based on their gross wages. They would not pay federal taxes on the voluntary contributions to PERF until they receive payment via withdrawal from PERF or retirement.

JCPL would, in effect, pay the voluntary contributions of our employees, but use the dollars by which their salaries are reduced to make those payments. The employer may withdraw from participation in the pre-tax voluntary contribution program at any time.

In order to offer this option to employees, JCPL must elect to participate in the pre-tax program by adopting a resolution with standard IRS-language.

Vote: To adopt the attached resolution with an effective date of January 1, 2004.

**RESOLUTION FOR EMPLOYER PARTICIPATION IN
THE PICK-UP OF ADDITIONAL EMPLOYEE CONTRIBUTIONS**

WHEREAS, Indiana Code 5-10.2-3-2 authorizes Employers, pursuant to Section 414(h)(2) of the Internal revenue code, to pick-up and pay employee contributions to an employee's annuity savings account which are made in addition to the mandatory employee contribution (hereinafter "additional employee contributions"), in accordance with rules adopted by the Indiana Public Employees' Retirement Fund (hereinafter "Fund").

WHEREAS, the Fund has adopted a rule governing the pick-up of additional employee contributions by Employers at 35 IAC 11 ("Elective Payroll Deductions for Additional Contributions") (hereinafter "Pick-Up Regulation");

WHEREAS, eligible employees of The Jasper County Public Library (hereinafter "Employer") participate in the Indiana Public Employees' Retirement Fund;

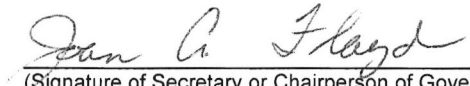
WHEREAS, it is in the Employer's desire to pick-up all of the additional employee contributions made by participating employees who are members of the Indiana Public Employees' Retirement Fund;

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2004, the Employer desires to pick-up all of the additional employee contributions made by employees through a binding irrevocable payroll deduction authorization. No additional employee contributions prior to the Employer's adoption of this Resolution shall be picked-up;

BE IT FURTHER RESOLVED, that said additional employee contributions for state law purposes, are being paid by the Employer in lieu of said contributions by the employee;

BE IT FURTHER RESOLVED, that the Employer shall comply with all of the terms and provisions of the Pick-Up Regulation and applicable provisions of the Internal Revenue Code.

Dated this 11th Day of August, 2003.


(Signature of Secretary or Chairperson of Governing Body)

JOAN A. FLOYD
(Printed Name)

Secretary, Jasper County Public Library Board of Trustees
(Title)

MEMORANDUM

Wheatfield Meeting Room Request

Summary: The KV Christian Church would like to hold Sunday morning church services in the Wheatfield meeting room for one year beginning Sunday, September 7.

Discussion: The Church expects attendance of about 25 persons. They are an offshoot, I believe, of the Christian Church of DeMotte. The Wheatfield Library has no problems with scheduling the meeting room on Sunday mornings for this group.

Vote: To allow the KV Christian Church to hold Sunday morning services in the Wheatfield meeting room for one year, beginning Sunday, September 7, on condition that the area is satisfactorily returned to its original condition after each use.

JCPL FINANCIAL STATEMENT

July 31, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$118,567.46	\$901,798.18	\$6,970.13	\$431,151.39	\$292,430.24
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$26.00	\$52.00	\$0.00	\$52.00	\$0.00
Gift Fund	\$2,082.31	\$527.02	\$3,018.96	\$132.00	\$4,388.78	\$3,452.13
DeMotte	\$521.64	\$397.02	\$1,088.00	\$47.00	\$1,586.02	\$1,019.66
Rensselaer	\$1,450.63	\$100.00	\$1,559.74	\$60.00	\$2,228.80	\$2,119.69
Wheatfield	\$110.04	\$30.00	\$371.22	\$25.00	\$573.96	\$312.78
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$67.84	\$518.89	\$93,856.60
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$50,860.00	\$0.00	\$76,885.96	\$86,207.28
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$5,000.00	\$25,438.58	\$391.15	\$34,193.74	\$389,866.15
includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,010.00	\$0.00	\$1,010.00	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$5,027.46	\$37,029.24	\$5,027.46	\$37,029.24	\$0.00
FICA Tax Collected	\$0.00	\$4,850.35	\$33,527.17	\$4,850.35	\$33,527.17	\$0.00
State Tax Collected	\$1,928.96	\$2,098.57	\$14,710.86	\$2,158.31	\$14,940.21	\$2,158.31
County Tax Collected	\$535.57	\$560.74	\$3,965.13	\$581.28	\$4,010.84	\$581.28
Deferred Comp.	\$0.00	\$4,376.34	\$30,558.60	\$4,376.34	\$30,558.60	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.49	\$27,592.87	\$4,022.50	\$27,592.94	\$0.07
Employee Health/Life Insur.	\$0.00	\$17.80	\$133.60	\$17.80	\$133.60	\$0.00
Employee P.E.R.F.	\$6,593.63	\$6,663.76	\$20,092.48	\$2,404.71	\$15,903.56	\$2,404.71
Credit Union	\$0.00	\$800.00	\$5,050.00	\$800.00	\$5,050.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$152,537.99	\$1,154,837.67	\$31,799.87	\$716,946.92	\$871,166.77

Bank Balances
Jasper County Public Library
Report as of: 7/31/2003

<i>Bank</i>		
1	Peoples State Bank	\$774,560.15
2	Demotte State Bank	\$2,540.02
3	Lafayette Bank & Trust-LIRF	\$93,856.60
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$871,166.77</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 7/1/2003 To 7/31/2003*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$29,297.75	\$21,038.25	58.2
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$59,636.82	\$412,885.14	\$307,463.86	57.3
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,593.08	\$23,666.50	\$22,773.50	51.0
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,850.35	\$33,527.17	\$26,504.83	55.8
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$817.32	\$3,133.64	(\$1,783.64)	232.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$8,711.03	\$26,638.31	\$8,016.69	76.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,084.04	\$27,989.83	\$18,079.17	60.8
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$131.18	\$218.87	\$181.13	54.7
Subtotal	\$959,631.00		\$959,631.00	\$86,018.50	\$557,357.21	\$402,273.79	58.1
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$419.59	\$330.41	55.9
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$409.71	\$4,946.69	\$3,453.31	58.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$301.61	\$2,460.52	\$1,539.48	61.5
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$130.80	\$2,634.07	\$865.93	75.3
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$738.75	\$461.25	61.6
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$51.35	\$348.65	12.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$734.93	\$6,699.53	\$5,935.66	53.0
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$66.66	\$83.34	44.4
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$1,577.05	\$18,425.97	\$13,059.22	58.5
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$719.80	\$3,923.29	\$2,076.71	65.4
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$470.67	\$3,001.95	\$3,998.05	42.9
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$1,026.39	\$3,185.24	\$1,934.96	62.2
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$407.88	\$3,660.34	\$3,339.66	52.3
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$165.28	\$4,138.55	\$3,861.45	51.7
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$142.94	\$922.92	\$2,577.08	26.4
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$680.20	\$3,519.78	\$8,330.22	29.7
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$90.54	\$561.74	\$1,238.26	31.2
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$52.00	\$412.40	\$137.60	75.0
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$5.00	\$205.00	(\$5.00)	102.5
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$820.00	\$24,091.25	\$11,383.75	67.9
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$492.91	\$17,433.22	\$9,566.78	64.6
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$3,979.23	\$22,964.89	\$20,035.11	53.4
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$59.85	\$540.70	\$459.30	54.1
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$254.30	\$1,508.15	\$891.85	62.8
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$2,193.73	\$20,189.34	\$35,835.66	36.0
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$40.00	\$313.96	\$1,686.04	15.7
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$167.65	\$82.35	67.1
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$85.00	\$1,724.55	\$10.45	99.4
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$0.00	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$31.81	\$118.19	21.2
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,550.95	\$17,950.75	\$34,763.25	34.1
Subtotal	\$455,969.00	(\$68,879.80)	\$387,089.20	\$13,246.62	\$130,914.79	\$256,174.41	33.8

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$69,126.44	(\$126.44)	100.2
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$12.75	\$9,981.47	\$4,984.25	66.7
4.51 BOOKS	\$131,945.00	\$767.82	\$132,712.82	\$11,896.80	\$66,859.39	\$65,853.43	50.4
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$661.00	\$17,684.95	\$4,315.05	80.4
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$5,154.74	\$31,447.96	\$30,752.04	50.6
Subtotal	\$227,434.00	\$73,444.54	\$300,878.54	\$17,725.29	\$195,100.21	\$105,778.33	64.8
Grand Total	\$1,674,434.00	\$4,649.93	\$1,679,083.93	\$118,567.46	\$901,798.18	\$777,285.75	53.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 7/1/2003 To 7/31/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22086	532	ALCO DISCOUNT STORE #290	7/14/2003	YA Craft supply-DeM. Lib.	\$7.16
22087	533	AMAZON.COM CREDIT	7/14/2003	Books	\$58.11
22088	534	BAKER & TAYLOR	7/14/2003	Books, Gift Books, A-V, Continuations	\$8,419.05
22089	535	BAKER & TAYLOR ENTERTAIN	7/14/2003	Videos	\$211.14
22090	536	BOILER & PRESSURE VESSEL	7/14/2003	Re-Inspection @ DeM. Lib.	\$57.00
22091	537	BROWN'S GARDEN & FLORAL	7/14/2003	Lawn Mowing-May'03, Rens. Lib.	\$500.00
22092	538	CHIEF, CDS	7/14/2003	Marc 21 Concise-2002 ed.	\$40.00
22121	539	CHEMSEARCH	7/14/2003	Boiler Chemical freight charges	\$48.80
22122	540	CHESTER TECHNOLOGIES	7/14/2003	MS Office XP Pro License	\$63.00
22123	541	CULLIGAN	7/14/2003	July '03 Water Cooler Rental-Wh. Lib.	\$9.95
22124	542	D & J LAWN CARE, INC.	7/14/2003	Dem. Lib. Lawn care & Mowing, 4/23-6/17/03	\$575.00
22125	543	DEMCO	7/14/2003	Book Jacket covers, Audiocassette cases	\$544.38
22126	544	DEMOTTE CHAMBER OF COM	7/14/2003	Chamber dues-7/03-7/04	\$85.00
22127	545	DIANA KOOY	7/14/2003	Mileage-Bank Deposits, meetings.	\$60.48
22128	546	EDUCATION ON WHEELS, INC	7/14/2003	Children Books-DeM.	\$1,747.47
22129	547	ELTON E. HUMMEL	7/14/2003	Summer Reading Program-Beauty & the Beast @ Rens & Wh. Lib., 6/11/03	\$500.00
22130	548	FACTS ON FILE, INC.	7/14/2003	Personal Forms, Business Forms on File	\$317.79
22131	549	FASE'S WATER TREATMENT	7/14/2003	Redout-DeM. Water softner	\$82.00
22132	550	GALE GROUP	7/14/2003	Something About Author, Country World Leaders, Info Press series-Continuation Books	\$1,242.16
22133	551	GATEWAY LEARNING CORPO	7/14/2003	Hooked on Phonics-letters	\$7.50
22134	552	GIESLER ELECTRIC, INC	7/14/2003	Repair Outside lights-DeM. Lib.	\$126.00
22135	553	GLENDA BROWN	7/14/2003	Delphi Historical Society trip expense	\$5.62
22136	554	GOODWIN FIRE EQUIPMENT,	7/14/2003	Fire Extinguisher Inspections-Dem. & Rens. Lib.	\$40.00
22137	555	HERITAGE OFFICE PRODUCT	7/14/2003	Columnar Pad, UPS Charges	\$12.27
22138	556	HERRMAN & GOETZ, INC.	7/14/2003	Change Ballasts and light-Rens. Lib.	\$270.84
22139	557	HRS USA	7/14/2003	DVD, VHS, Software	\$901.34
22140	558	INCOLSA	7/14/2003	Workshop- Storytime Yr./Preschoolers; OnLine Dict. of Art annual subsc.	\$1,216.00
22168	559	INDIANA DEPT.OF WORKFOR	7/14/2003	Workman's Comp-2nd Qtr. Payment 2003	\$817.32
22142	560	INGRAM	7/14/2003	Paperback books	\$18.53
22143	561	JASPER COUNTY HOSPITAL	7/14/2003	DeM. Lib. Water analysis	\$15.00
1030	562	JASPER COUNTY PUBLIC LIB	7/14/2003	Bank Transfer- From DeMotte State Bank to Peoples State Bank	\$15,000.00
22144	563	JENNIFER L. EVERS	7/14/2003	Mileage-Inventory; Mgmt Mtg.	\$23.76
22145	564	JILL TACHTIRIS	7/14/2003	Book-Twisters..	\$9.88
22146	565	JOSEPH WHITE	7/14/2003	Balloon Program @ Dem. Lib. 6/24/03	\$50.00
22147	566	KATHRYN WEED	7/14/2003	Mileage-Database Comm. Mtg.	\$15.84
22148	567	KRISTINE L.MAYS	7/14/2003	Mileage-Workshop (Lafayette)	\$33.84
22149	568	LANDMARK AUDIOBOOKS	7/14/2003	Audiocassettes	\$281.42
22150	569	LA OLA LATINO AMERICANA	7/14/2003	Spanish Newspaper subscr. 6/27/03-6/26/04 (100 copies)	\$200.00
22151	570	LEISURE ARTS	7/14/2003	Spirit of Christmas series-Continuations	\$29.91
22152	571	LIBRARY STORE, INC.	7/14/2003	Classification labels-Mystery, Fantasy	\$14.86
22153	572	LINDA THOMPSON	7/14/2003	Mileage-reference counterparts	\$21.60
22154	573	LISA DAVIS	7/14/2003	Adult Program supplies-key rings; Mileage-Basic Literacy Mtg.	\$17.12
22155	574	LYNN DAUGHERTY	7/14/2003	Mileage-Library visits- Wh. Bldg. Project; Mgmt & Board Mtgs.	\$132.48
22156	575	MARK OPOLSKI	7/14/2003	DVD Browser for Wh. Lib.	\$12.75

Printed on Thursday, July 31, 2003

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Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22157	576	MARY MOLENAAR	7/14/2003	Mileage & Expenses-Incolsa (Marc Records) Workshop	\$69.57
22158	577	MIDWEST TAPE	7/14/2003	VHS's	\$247.61
22093	578	NORTHSTAR AUDIOBOOKS, I	7/14/2003	Audiobooks	\$175.00
22094	579	M W INSURANCE AGENCY	7/14/2003	Boiler Policy, 4/16/03-4/16/04	\$820.00
22095	580	PATTY STRINGFELLOW	7/14/2003	Mileage-Delphi Historical (Milroy) trip; Library Visits-Wh. Bldg. Proj.	\$38.16
22096	581	POSTMASTER GENERAL	7/14/2003	Postage Stamps: 200-10cent; 200-5c; 100-\$1; 100-83c; 100-60c; 2000-37c; 25 Postcards	\$1,019.00
22097	582	POST TRIBUNE PUBLISHING, I	7/14/2003	Newspaper subscription-7/3/03-04, DeMotte Lib.	\$156.00
22098	583	PUBLIC EMPLOYEES' RETIRE	7/14/2003	2nd Quarter Payment-PERF	\$15,374.79
22099	584	QUALITY LASER TECHNOLOG	7/14/2003	Print Cartridges-HP6578A	\$226.46
22100	585	QUILL	7/14/2003	Construction Paper, Wiggle Eyes, Ass't Craft Buttons, Removable & Folder Labels, Copy Paper	\$71.18
22101	586	REBECCA GIBSON	7/14/2003	Counterpart Mtg. expenses, Mousepad, Display flowers, brochure holders, organizers, etc.	\$102.09
22102	587	RECORDED BOOKS, LLC	7/14/2003	Audiocassettes	\$133.60
22103	588	REGENT BOOK CO., INC.	7/14/2003	BH&G Traditional Home series	\$12.04
22104	589	RELIABLE CORPORATION	7/14/2003	Color Copy Paper, Diskettes	\$158.70
22105	590	RENSSELAER REPUBLICAN	7/14/2003	Home Ed. Ad; Bond ads; Notice of Prelim Hearing; Notice to Adopt Prelim.Determination	\$142.54
22106	591	SAINT JOSEPH COLLEGE	7/14/2003	Work Study Program-Kim Roberts, 2/14/03-5/23/03	\$131.18
22107	592	SCHIFFER PUBLISHING, LTD	7/14/2003	Books	\$32.55
22108	593	SECRETARY OF STATE	7/14/2003	Notary Bond-Kim Delger (Dem. Lib.)	\$5.00
22109	594	SECURITY COURIERS CORP.	7/14/2003	Courier Service-5/30-6/26/03	\$1,255.81
22110	595	SHERMAN SPECIALITY COMP	7/14/2003	Summer Reading Mat's-Rens. Ch.	\$59.38
22111	596	SIMPLEXGRINNELL LP	7/14/2003	Alarm System repairs - Battery Replacement, motherboard damage	\$510.60
22112	597	SPRINT	7/14/2003	Local phone service-Rens., Payphone, DataLine	\$659.66
22113	598	TOM KROOSWYK PLMBG, HT	7/14/2003	Furnace/Air Conditioner repairs @ Wh. Lib.	\$154.29
22114	599	TROYER GROUP, INC.	7/14/2003	Initial Payment on Architect contract-Wh. Bldg. Project	\$5,000.00
22115	600	TYSEN'S COUNTRY GROCER	7/14/2003	Teen Program supplies-Dem. Lib.	\$23.59
22116	601	UNIQUE MANAGEMENT SERVI	7/14/2003	Collections-Initial & Secondary placements-May & June '03	\$295.14
22117	602	USA TODAY	7/14/2003	Newspaper subsc-Wh. Lib. 8/4/03-04	\$119.00
22118	603	VERIZON	7/14/2003	Phone Directories	\$273.01
22119	604	VIKING OFFICE PRODUCTS	7/14/2003	Paper Roll Towels, M-Fold towels	\$243.40
22120	605	WAL-MART COMMUNITY BRC	7/14/2003	DVD, VHS, Music CD's, CD-Roms, Chlorox Wipes, Dots, Mtg Rm. Supply	\$1,792.06
0	606	PAYROLL	7/10/2003	PAYROLL	\$34,427.56
22159	607	INDIANA STATE LIBRARY	7/10/2003	Plac Card Sale-2nd Quarter (DeM. Lib.)-P.Mullins	\$26.00
22160	608	ANTHEM BLUE CROSS AND B	7/10/2003	July Health Ins.Premium-14 participants	\$7,932.60
22161	609	ING	7/10/2003	Withheld from 10 JUL 03 Payroll- Deferred Comp Plan	\$2,188.17
0	610	INDIANA DEPARTMENT OF RE	7/18/2003	EFT- State & County tax Withheld from June '03 Payroll	\$2,659.31
0	611	INTERNAL REVENUE SERVIC	7/11/2003	EFT-Federal & FICA Taxes Withheld from 10 JUL 03 Payroll, Ref #21595494	\$7,564.49
22162	612	LA-PORTER FEDERAL CREDIT	7/10/2003	Withheld from 10 JUL 03 Payroll-3 participants	\$400.00
22163	613	NORTHWESTERN INDIANA TE	7/10/2003	DeMotte Local Telephone Serv-July'03	\$139.52
22164	615	OOMS BROS. DISPOSAL SER	7/10/2003	Trash Service @ DeM. Lib - Jul, Aug, Sep'03	\$61.00
22165	616	PLATINUM PLUS FOR BUSINE	7/10/2003	Concert Stage, Book Fair books, summer reading prizes	\$631.99
22166	617	TOWN OF DEMOTTE	7/10/2003	Sewer Service @ DeM. Lib.-May 03	\$62.70
22167	618	TOWN OF WHEATFIELD SEW	7/10/2003	Sewer service @ Wh. Lib.-July'03	\$41.05
22169	620	AFLAC	7/25/2003	Supplemental Insurance-Daugherty, Molenaar, Woods, Schulenberg	\$106.80
22170	621	ANTHEM LIFE	7/25/2003	August Premium-Life Ins.-23 participants	\$84.93
22171	622	CITY OF RENSSELAER	7/25/2003	Rensselaer Utilities-6/10-7/9/03	\$1,630.73
22172	623	INCOLSA	7/25/2003	Technology Update Workshop-Maxwell, 9/4/03	\$60.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22173	624	INDIANAPOLIS STAR	7/25/2003	Newspaper Subsc.-DeM. Lib, 8/16/03-8/15/04	\$286.00
22174	625	ING	7/25/2003	Withheld from 7/25/03 Payroll-Deferred Comp Plan	\$2,188.17
0	626	INTERNAL REVENUE SERVIC	7/28/2003	EFT- FICA & FED Tax Withheld from 25 JUL 03 Payroll (ref #2327283)	\$7,163.67
22175	627	LA-PORTER FEDERAL CREDIT	7/25/2003	Withheld from 25 JUL 03 Payroll-Jung, Davis, Stringfellow	\$400.00
22176	628	NIPSCO	7/25/2003	DeM. & Wh. Utilities	\$2,990.81
22177	629	MIDWAY.NET	7/25/2003	Wireless Communication-August 3004 (Dem/Rens.)	\$172.20
22178	630	SPRINT	7/25/2003	Local Phones-Wheatfield Lib., July '03	\$139.09
22179	631	SPRINT	7/25/2003	Long Distance Phone-Dem. & Wh., 6/9-7/7/03	\$40.40
0	632	PAYROLL	7/25/2003	PAYROLL	\$32,997.02
Total Amount of Claims					\$167,537.99

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Thursday, July 31, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$167,537.99

Date this 11th day of August, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

July 31, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,675.05	\$18,864.51
DeMotte	\$1,109.67	\$7,363.61		
Rensselaer	\$1,062.38	\$7,698.57		
Wheatfield	\$503.00	\$3,802.33		
PHOTOCOPIES:			\$660.00	\$4,375.28
DeMotte	\$253.35	\$1,884.50		
Rensselaer	\$255.10	\$1,814.43		
Wheatfield	\$151.55	\$676.35		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$591.70	\$5,622.96
Checking/Repurchase/Savings	\$591.70	\$5,622.96		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$2,997.28	\$400,502.02
Property Tax	\$0.00	\$119,070.03		
License Excise Tax	\$0.00	\$28,644.21		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$225,295.00		
Local Option/Property Tax Repl.	\$0.00	\$24,495.50		
State Distribution	\$2,997.28	\$2,997.28		
REFUNDS:			\$46.10	\$1,732.62
Insurance	\$0.00	\$279.00		
Rebates/Refund	\$0.00	\$843.63		
Postage	\$0.00	\$120.50		
Reimbursements,PFEEF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$46.10	\$46.10		
Reimbursements	\$0.00	\$85.19		
Telephone refund	\$0.00	\$0.00		
Book Purchase	\$0.00	\$7.77		
TOTAL OPERATING FUND RECEIPTS.....			\$6,970.13	\$431,151.39
PLAC FUND:			\$0.00	\$52.00
GIFT FUNDS:			\$132.00	\$4,388.78
DeMotte	\$47.00	\$1,586.02		
Rensselaer	\$60.00	\$2,228.80		
Wheatfield	\$25.00	\$573.96		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$67.84	\$518.89
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$76,885.96
Property Tax	\$0.00	\$61,976.52		
License Excise Tax	\$0.00	\$14,909.44		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$391.15	\$34,193.74
Interest Earned	\$391.15	\$3,206.37		
Property Tax	\$0.00	\$24,978.41		
License Excise Tax	\$0.00	\$6,008.96		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
OST/HOSPITALITY FUND:			\$0.00	\$1,010.00
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$7,561.12	\$548,200.76

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$5,027.46	\$37,029.24	\$24,238.75	\$168,746.16
FICA Collected	\$4,850.35	\$33,527.17		
State Tax Collected	\$2,158.31	\$14,940.21		
County Tax Collected	\$581.28	\$4,010.84		
Deferred Comp Plan	\$4,376.34	\$30,558.60		
#125 Pre-tax Plan	\$4,022.50	\$27,592.94		
Life/Health Insurance	\$17.80	\$133.60		
PERF	\$2,404.71	\$15,903.56		
Credit Union	\$800.00	\$5,050.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$31,799.87	\$716,946.92

Voucher List

Jasper County Public Library

Report Date: From 8/1/2003 To 8/12/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22180	633	A.E. BOYCE CO., INC.	8/11/2003	Receipt Books	\$68.49
22181	634	ALEXANDER HAMILTON INSTI	8/11/2003	OnLine Labor Law Poster Sets	\$53.85
22182	635	AMAZON.COM CREDIT	8/11/2003	Author series-Libby Fischer Hellmann-book	\$45.02
22183	636	BAKER & TAYLOR	8/11/2003	Books, Continuations, AV, Gift Books	\$6,937.88
22246	637	BAKER & TAYLOR ENTERTAIN	8/11/2003	Videos	\$303.32
22185	638	BAKER & TAYLOR INC.	8/11/2003	Title Source II Subscription	\$3,530.00
22186	639	BIERMA HARDWARE, INC.	8/11/2003	Nails & Spray 9 Cleaner	\$15.73
22187	640	BROWN'S GARDEN & FLORAL	8/11/2003	Lawn Mowing-June @ Rens.	\$625.00
22188	641	BUSINESS COMMUNICATION	8/11/2003	Thomas Register on CD-ROM	\$9.80
22189	642	CENTRAL STATES SALES CO	8/11/2003	Outdoor bulbs (MH70), Ceiling Spots (BAB), Microfiche bulbs (DDL)	\$203.75
22190	643	CHANGELING ENTERPRISES,	8/11/2003	Concert on the Lawn - Celtic Music Program	\$600.00
22191	644	CONSOLIDATED INCORPORA	8/11/2003	DeM. Lib. Notary Bond-Delger (7/17/03-7/16/11)	\$50.00
22192	645	CULLIGAN	8/11/2003	Water Cooler Rental & Water	\$49.55
22193	646	DEMCO	8/11/2003	Adhesive, Bk. Cleaner, Labels, Jewel cases, Video cases, Browsers, File Folders	\$582.74
22194	647	DIANE KROS	8/11/2003	Mileage-Storytime, Bank Deposits	\$20.16
22195	648	EMILY WHITLOW	8/11/2003	Reader's Advisory Expenses, 7/29-7/30/03	\$22.71
22196	649	GA FOODS GROUP	8/11/2003	Mgmt Mtg & Counterparts Mtg expenses	\$25.22
22197	650	FASE'S WATER TREATMENT	8/11/2003	Redout	\$82.00
22198	651	GAIL JUNG	8/11/2003	Financial Counterparts Expenses/Mileage	\$50.65
22199	652	GALE GROUP	8/11/2003	Books, Ency/Associations, Something/Author	\$953.96
22200	653	GOODWIN FIRE EQUIPMENT,	8/11/2003	Fire extinguisher inspection-Wh. Lib.	\$36.45
22201	654	HEARTLAND AG-BUSINESS G	8/11/2003	Books-Farm Equipment Guide, Antique Tractor Guide, Iron Memories Annual	\$79.95
22202	655	HP PRODUCTS CORP.	8/11/2003	Stride Cleaner, Vandal Mark Remover	\$164.13
22203	656	H.R. ALBISTON	8/11/2003	Found Book on Tape-reimbursed	\$39.99
22204	657	INGRAM	8/11/2003	Paperbacks	\$41.47
22205	658	INSPIRATIONAL DISTRIBUTO	8/11/2003	Christian books	\$86.33
22206	659	JENNIFER L. EVERS	8/11/2003	Mileage-Inventory	\$50.40
22207	660	KEM'S TRUSTWORTHY HARD	8/11/2003	Vacuum Cord, Roof flashing/sealant repair materials	\$17.54
22208	661	KONE, INC.	8/11/2003	Quarterly Maintenance -Elevator	\$370.80
22209	662	KV WINDOW CLEANING	8/11/2003	Annual Window Washing @ Rens. Lib.	\$225.00
22250	663	LANDMARK AUDIOBOOKS	8/11/2003	Books, Audiobooks	\$78.16
22211	664	LISA DAVIS	8/11/2003	IN State Library tour expenses	\$6.95
22212	665	LYNN DAUGHERTY	8/11/2003	Mileage-Perf & Bd. Mtgs; Photopaper, Mtg. Expenses	\$219.08
22213	666	MARY MOLENAAR	8/11/2003	Mileage-Inventory, & Expenses-INState Library tour	\$29.37
22214	667	NORTHSTAR AUDIOBOOKS, I	8/11/2003	Audiobooks	\$382.45
22215	668	NORTHWESTERN INDIANA TE	8/11/2003	DeMotte Local Phones-August 03	\$139.52
22216	669	PATTY STRINGFELLOW	8/11/2003	Mileage-State Library tour, Charette @ Wh. Lib. Plus expenses	\$93.13
22217	670	PBS	8/11/2003	Seabiscuit Video	\$139.62
22218	671	PEGGY WOODS	8/11/2003	Indiana State Library tour expenses	\$7.38
22219	672	PRECISION CONTROL SYSTE	8/11/2003	HVAC Repairs @ DeM, Made cfm adjustments	\$1,348.50
22220	673	PROQUEST INFORMATION &	8/11/2003	Big Chalk eLibrary - 7/03-04 subscription	\$2,673.00
22221	674	QUALITY LASER TECHNOLOG	8/11/2003	(5) InkJet Cartridges-HP51645a	\$95.92
22222	675	QUILL	8/11/2003	InkJet Cartridges-Renee, Name Bades, Jumbo TP, 1/2" Grey Binders, Index cards	\$380.60
22223	676	RECORDED BOOKS, LLC	8/11/2003	Audiobooks	\$768.80
22224	677	REGENT BOOK CO., INC.	8/11/2003	Continuations-BH&G books	\$22.58

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22225	678	RENSSELAER ATHLETICS	8/11/2003	Advertisement-Fall & Winter Sports Program	\$60.00
22226	679	RENSSELAER REPUBLICAN	8/11/2003	CPF Notice of Adoption; Clerk Ad-DeM. Lib.	\$281.93
22227	680	RUSSELL R. SESSIONS	8/11/2003	Tree Trimming-DeM. Lib.	\$300.00
22228	681	SECURITY COURIERS CORP.	8/11/2003	Courier Service b/w branches (7/4-7/25/03)	\$994.72
22229	682	SHEILA MAXWELL	8/11/2003	Mileage & Mtg Expenses	\$159.87
22230	683	STANDARD & POOR'S CORP.	8/11/2003	Outlook, S&P Bond Guide, Stock Guide, & Register	\$1,861.69
22231	684	STAPLES CREDIT PLAN	8/11/2003	Anti-Fatigue Mat-DeM. Lib.	\$14.99
22232	685	THE LIBRARY CORPORATION	8/11/2003	Annual Maintenance Software/Hardware Contract	\$22,331.00
22233	686	TREASURER OF THE STATE	8/11/2003	Roster of State and Local Officials-Continuations	\$10.00
22234	687	TRU-GREEN CHEMLAWN	8/11/2003	Crabapple tree application	\$99.00
22235	688	TYSEN'S COUNTRY GROCER	8/11/2003	Glass Cleaner, Bowl Cleaner, Air Freshner, Pledge	\$68.71
22236	689	VIRGINIA VIS	8/11/2003	Air Freshner, Pledge, Lysol Disinfectant, All-Purpose Cleaner, Bowl Cleaner	\$261.22
22237	690	WAL-MART COMMUNITY BRC	8/11/2003	Book, Modem, Weed Killer, Tickets, Video, DVD, Felt, Glue, Ch. Program Supply, GooGone, Garden Gloves, Craft Supplies	\$328.49
0	691	PAYROLL	8/8/2003	PAYROLL	\$35,543.23
22238	692	ANTHEM BLUE CROSS AND B	8/8/2003	Aug Health Ins. Premium-14 Participants	\$7,932.60
22239	693	INCOLSA	8/8/2003	Technology Update Wrkshp 9/4/03;Tachtiris, Beedle, Kros	\$180.00
22240	694	ING	8/8/2003	Withheld from Payroll 8 Aug '03-Compensation Plan	\$2,188.17
22241	695	LA-PORTER FEDERAL CREDIT	8/8/2003	Withheld From Payroll 8 Aug '03;Jung, Stringfellow, Davis	\$400.00
22242	696	PLATINUM PLUS FOR BUSINE	8/8/2003	Black Book	\$32.00
22243	697	TOWN OF DEMOTTE	8/8/2003	Sewer Service Jun '03-Demotte	\$62.70
22244	698	TOWN OF WHEATFIELD SEW	8/8/2003	Sewer Service Aug '03-Wheatfield	\$41.05
0	700	INTERNAL REVENUE SERVIC	8/11/2003	EFT-FICA & Fed Tax Withheld from Payroll 8 Aug '03	\$7,717.89
22245	701	SPRINT	8/8/2003	Rens. Payphone, DataLine (R-W), Local Phone-Rens.	\$939.68
22247	702	RENEE CARR	8/11/2003	PERF refund - Withheld from 08 AUG 03 payroll-Inactive member	\$8.61
0	703	PEOPLES STATE BANK	8/11/2003	200 Deposit Slips-Peoples State Bank	\$21.04
22248	704	ROBERT KLEMP	8/11/2003	Disking of 4-acres @ Wheatfield site	\$100.00
22249	705	QUALITY LASER TECHNOLOG	8/11/2003	InkJet Replacement JetPaks; Recycled 1200a laser cartridge	\$379.65

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$104,045.19

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, August 11, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 11th day of August, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

SEPT.

AGENDA

Jasper County Public Library Board Meeting
Monday, September 8, 2003, 7:00 PM
DeMotte Library

Purpose

Additional Appropriation Hearing

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of August board meetings (R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)
- D. PERF Resolution (R 10)

General Business

- A. Wheatfield Annual Report Information
- B. Budget adoption (R 9) Action
- C. Wheatfield Building Project (R 9) Information
- D. Carpeting specification proposal (R 10) Action
- E. Construction Wage Committee appointments (R 9) Discussion
- F. Bond Additional Appropriation Resolution (R 9) Action
- G. District meeting and PLA (R 11) Discussion

Director's Report (R 9-R 12)

Discussion

Items for future Agendas

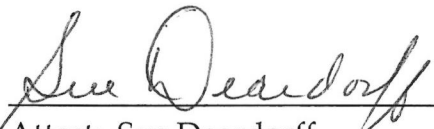
Public Forum

Adjournment

MinutesAugust 25, 2003
Special Meeting of the Jasper County Public Library Board 7:00 PM
Rensselaer Library

Present: Mari Anne Sayler, Anne-Marie Egan, Sue Deardorff, Mike Crawford,
Lynn Daugherty.

The 2004 Budget Hearing was held at 7:00 PM as advertised. There being no one in attendance to express concern about the budget, the hearing was closed at 7:15 pm. The meeting adjourned on a motion by A-M Egan, seconded by M. Crawford.


Attest: Sue Deardorff


Joan Floyd, Secretary

Minutes

**Jasper County Public Library Board of Trustees
Rensselaer Library**

**August 11, 2003
7:00 PM**

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Gail Jung, Patty Stringfellow.

Consent Agenda & Consent Agenda Items: On a motion by M. Heinig, seconded by M. Crawford, the minutes of the July Board Meeting, monthly bills and financial reports, salary ordinance update, Art Exhibit/Display Case Policy, and revisions to the Bulletin Board Policy as recommended by the Policy Committee were unanimously approved.

2004 Budgets Advertisement: The budget ad was mistakenly submitted to the newspapers prematurely and appeared one week early in both papers. If DLGF requires us to submit twice after approval, we shall comply. On a motion by T. Schultz, seconded by M. Crawford, approval was given to advertise the budgets as submitted and recommended by the Budget Committee. Motion passed.

PERF Pre-Tax Adoption Plan: The library board unanimously approved, on a motion by T. Schultz, seconded by M. Sayler, adoption of the resolution allowing voluntary employee pre-tax contributions up to 10% of their gross wage effective January 1, 2004.

Filtering Software: The FCC has ruled that filtering must be in place by July 1, 2004. The board unanimously reaffirmed their July action to delay installation of filtering software until June 2004 on a motion by M. Heinig, seconded by M. Crawford. We will not advertise that we are filtering. Signs will be posted asking patrons to consult staff if having difficulty searching the Internet.

Charette: Troyer Group architects met with several staff/board members to draft four plans for a new Wheatfield Library building. Comments included reactions for and against silos, setting aside land area for growing trees and other plants financed by grants, covered drive, retention pond safety, and careful planning of meeting room areas. The favored features from each sketch will be incorporated into one design presented at a meeting on Wednesday, August 13th at the Wheatfield Library. **M. Heinig, J. Floyd, T. Schultz and S. Deardorff indicated a desire to attend.**

Meeting Room Use: M. Crawford moved, seconded by A-M Egan, to approve the request by KV Christian Church to use the Wheatfield Meeting Room for 3 months, renewable every three months. After discussion, motion was amended by M. Crawford, seconded by A-M Egan to approve the request by KV Christian Church to use the Wheatfield Meeting Room for 3 months, renewable every three months; however, any violation of Meeting Room Policy may be cause for rescinding meeting room privileges at any time. Motion was approved.

Library Construction Workshop: Greenwood Public Library is hosting this workshop on September 4, 2003 from 8:30-3:30. Board members interested in attending should contact the director before September 1, 2003.

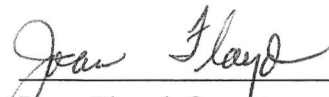
Recarpeting: Sally Anglemeyer, Interior Design Consultant with the Troyer Group, will be visiting the DeMotte and Rensselaer Libraries on Tuesday, August 12th, regarding re-carpeting for these two libraries. Carpet is 11 years old and considerably worn in traffic areas. She will be asked to submit a proposal as consultant for creating carpet specifications and determine if the library will need to accept quotes or bid out the job.

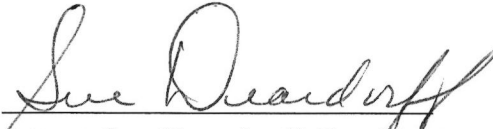
Pre-Determination Hearing: The objecting period ended July 28, 2003, with no remonstrance to our anticipated bond sale. No petition process will ensue.

2004 Budget Hearing: Scheduled for August 25th at 7:00 PM at the Rensselaer Library. Board members that will be present to hear any public comments are S. Deardorff, M. Salyer, M. Heinig, and M. Crawford.

September 8th Board Meeting: The Board will meet at the DeMotte Library in September. The Hearing for the Additional Appropriation for using bond proceeds to construct the Wheatfield Library will be held at this meeting. The Wheatfield Staff shall present their State of the Library report too.

Adjournment: The board adjourned at 8:04 PM on a motion by M. Crawford, seconded by A-M Egan.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

August 2003

[illegible][illegible][illegible]

37

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
13,325	13,415	12,267	12,296	8,184	8,144
15,842	15,960	21,685	21,779	8,214	8,019
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
11,181	11,329	12,812	12,899	6,505	6,184
8,646	8,744	8,361	8,377	3,772	3,699
					Fiction
					Nonfiction
					YA BOOKS
1,893	1,907	2,375	2,393	1,401	1,401
571	572	496	498	138	141
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,316	1,316	1,835	1,835	1,241	1,241
365	378	405	408	308	Sound Rec/Adult
43	44	16	17	-5	319 Sound Rec/Child
212	212	206	206	129	-12 Online Databases
					129 Software
					Vertical Files
1,535	1,535	2,323	2,323	879	879 VHS/DVD
56	70	44	55	4	-2 Equipment
54,985	55,482	62,965	63,226	30,770	30,142 TOTAL
XX					

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

August 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	152	33	151	33	203	44	506	110
LOCAL HISTORY								
In person	51	14	22	6		0	73	21
Letters written	4	4	8	8		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	317	13	646	27	213	9	1176	49
Computer software used	17	1	51	4	34	3	102	9
VCR Use		0		0		0	0	0
Microforms	6	1	43	6		0	49	7
CD ROM/Online databases	29	2	127	11	52	4	208	17
Typewriter use		0		0	1	0	1	0
Other equipment used		0	9	3		0	9	3
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	2	1	9	6		0	11	7
Notarized documents		0		0	2	1	2	1
Meeting Room Use (no. of groups)	23	8	27	9	10	3	60	20
Study room use	16	1	6	1		0	22	2
INTERLIBRARY LOANS								
Requests made for:	47	12	155	39	20	5	222	56
Items rec'd for:	41	21	78	39	46	23	165	83
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7321	7286	2979	17586
Non-resident, paying	5	17	2	24
PLAC card users	1	3	0	4
Reciprocal borrowers	374	284	24	682

PROGRAMS

	DeMotte		Rensselaer		Wheatfield		TOTAL	HOURS SPENT
	Hrs.		Hrs.		Hrs.			
Programs for all ages	0	0	4	24		0	4	24
Children's Programs (0-13)	1	6	5	30	3	18	9	54
Number attending	20		145		24		189	
YA Programs (14-17)	1	6	0	0		0	1	6
Number attending	6		5				11	
Adult Programs		0	3	18	1	6	4	24
Number attending	2		40		26		68	
Senior Citizen Programs		0	2	12		0	2	12
Number attending			43		5		48	
Total Number of Programs	2	12	14	84	4	24	20	120
Total Persons Attending	28		233		55		316	
Total Attending Same Month Last Yr.	56		208		0		264	
Total Staff Hours Spent		124		275		116		514
Hours Spent Same Month last year		125		285		87		497

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6690	75.6%	8006	77.0%	3122	79.0%	17818	76.8%
Corporate	46	0.5%	43	0.4%		0.0%	89	0.4%
Juvenile 0-11	1049	11.8%	867	8.3%	407	10.3%	2323	10.0%
Nonresident No Fee	46	0.5%	208	2.0%	52	1.3%	306	1.3%
Nonresident Fee		0.0%	38	0.4%	2	0.1%	40	0.2%
Reciprocal	291	3.3%	259	2.5%	1	0.0%	551	2.4%
School	2	0.0%	9	0.1%		0.0%	11	0.0%
St. Joseph College	1	0.0%	83	0.8%		0.0%	84	0.4%
State Library Card	2	0.0%		0.0%		0.0%	2	0.0%
Staff	475	5.4%	588	5.7%	274	6.9%	1337	5.8%
YA 12-17	251	2.8%	293	2.8%	93	2.4%	637	2.7%
Total	8853		10394		3951		23198	
All items borrowed by nonresidents	342	3.9%	597	5.7%	55	1.4%	994	4.3%

CIRCULATION BY HOLDINGS CODE
August 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	14			14
Award Winner JFIC (DAJFIC)	11	1		12
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	4			4
Award Winner YAFIC (DAYAF)	6			6
Award Winner YAPFIC (DAYPBF)	1			1
Biography (DBIO)	42	8	3	53
Books on CD (DBKCD)	47		1	48
Books on Tape (DBKT)	148	7	1	156
Compact Disc (DCD)	282	8	1	291
DVD	546	1		547
Equipment (DEQP)	5			5
See librarian (DERR)				0
Express Book (DEXP)	39			39
Fiction (DFIC)	1454	59	38	1551
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	317			317
Juv. Biography (DJBIO)	24	3		27
Juv. Book on CD (DJBKCD)	5			5
Juv. Book on Tape (DJBKT)	87	2	2	91
Juv. Compact Disc (DJCD)	34			34
Juvenile Easy (DJE)	831	1	1	833
Juv. Easy Reader (DJER)	436	2	2	440
Juv. Fiction (DJFIC)	250	16		266
Juv. Holiday books (DJHOL)	3			3
Juv. Magazine (DJMAG)	71			71
Juv. Music Cassette (DJMC)	13			13
Juv. Nonfiction (DJNF)	472	8	2	482
Juv. Nonfic Text Bk (DJNFTB)	13			13
Juv. Paperback fic (DJPBF)	245	1	1	247
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	115	4		119
Large Print Nonfic (DLPNF)	10			10
Magazine (DMAG)	614		10	624
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	991	47	25	1063
Nonfiction VHS (DNFVHS)	40	2		42
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	11		1	12
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)	3			3
Spanish Collection (DSPA)	8			8
Software (DSWAR)	147	3		150
Vertical File (DVF)	21			21
VHS	839	2	4	845
YA Biography (DYAB)		1		1
YA Books on CD (DYABKCD)	3	1		4
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	50	1	1	52
YA Nonfiction (DYANF)	10			10
YA Paperback Fic (DYAPBF)	100	4	2	106
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)				0
Award Winner JFIC (RAJFIC)		4		4
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	3	49	1	53
Books on CD (RBKCD)		69		69
Books on Tape (RBKT)	6	188	5	199
Compact Disc (RCD)	13	322	9	344
DVD	1	1096	4	1101
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		83		83
Fiction (RFIC)	39	1345	14	1398
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		3		3
Internet (RINTER)		646		646
Juv. Biography (RJBIO)	1	15		16
Juv. Book on CD (RJBKCD)	1			1
Juv. Book on Tape (RJBKT)	1	24		25
Juv. Compact Disc (RJCD)		10		10
Juvenile Easy (RJE)	11	1093	1	1105
Juv. Easy Reader (RJER)		123		123
Juv. Fiction (RJFIC)		285	2	287
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		17		17
Juv. Music Cassette (RJMC)		6	1	7
Juv. Nonfiction (RJNF)	9	569	9	587
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	2	185	2	189
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	73	1	76
Large Print Nonfic (RLPNF)		7		7
Magazine (RMAG)	4	295		299
Music Cassette (RMCAS)		2		2
Nonfiction (RNFC)	35	976	16	1027

Nonfiction VHS (RNFVHS)	1	44		45
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		4		4
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		10		10
Software (RSWAR)		123	1	124
Vertical File (RVF)		3		3
VHS	4	1517	1	1522
YA Biography (RYAB)	1	5		6
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)		5		5
YA Fiction (RYAF)	11	163	2	176
YA Nonfiction (RYANF)	2	40		42
YA Paperback Fic (RYAPBF)	4	110	2	116
Award Winner JBIO (WAJBIO)			2	2
Award Winner JE (WAJE)			3	3
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	2	1	34	37
Books on CD (WBKCD)	1	2	29	32
Books on Tape (WBKT)	2	6	54	62
Compact Disc (WCD)	10	8	199	217
DVD	2	2	318	322
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			19	19
Fiction (WFIC)	49	83	519	651
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			213	213
Juv. Biography (WJBIO)			1	1
Juv. Book on CD (WJBKCD)			4	4
Juv. Book on Tape (WJBKT)	3	1	27	31
Juv. Compact Disc (WJCD)		1	2	3
Juvenile Easy (WJE)	10	1	437	448
Juv. Easy Reader (WJER)			78	78
Juv. Fiction (WJFIC)	8	7	79	94
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)	4		29	33
Juv. Music Cassette (WJMC)		1	1	2
Juv. Nonfiction (WJNF)	16	3	200	219
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	8	2	110	120
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)		1	14	15
Large Print Nonfic (WLPNF)		1	4	5
Magazine (WMAG)	14		169	183
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	39	20	382	441
Nonfiction VHS (WNFVHS)	2	3	34	39
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			2	2
Software (WSWAR)	1	2	46	49
Vertical File (WVF)			4	4
VHS	2	7	545	554
YA Biography (WYAB)	2			2
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)			2	2
YA Fiction (WYAF)	1	2	19	22
YA Nonfiction (WYANF)			19	19
YA Paperback Fic (WYAPBF)	8	1	59	68
TOTAL	8700	9855	3823	22377

**CIRCULATION BY HOLDINGS CODE
MM YY**

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	2	4
Award Winner JE (AJE)	14	0	3	17
Award Winner JFIC (AJF)	11	5	0	16
Award Winner JNF (AJNF)	2	0	0	2
Award Winner JPFIC (AJPF)	4	1	0	5
Award Winner YAFIC (AYAF)	6	4	0	10
Award Winner YAPFIC (YAYPBF)	1	1	0	2
Biography (BIO)	47	58	38	143
Books on CD (BKCD)	48	71	30	149
Books on Tape (BKT)	156	206	60	422
Compact Disc (CD)	305	338	209	852
DVD	549	1099	322	1970
Equipment (EQP)	5	0	0	5
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	83	19	141
Fiction (FIC)	1542	1487	571	3600
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	3	0	3

Internet (INTR)	317	646	213	1176
Juv. Biography (JBIO)	25	18	1	44
Juv. Book on CD (JBCD)	6	0	4	10
Juv. Book on Tape (JBKT)	91	27	29	147
Juv. Compact Disc (JCD)	34	11	2	47
Juvenile Easy (JE)	852	1095	439	2386
Juv. Easy Reader (JER)	436	125	80	641
Juv. Fiction (JFIC)	258	308	81	647
Juv. Holiday (JHOL)	3	0	0	3
Juv. Magazine (JMAG)	75	17	29	121
Juv. Music Cassette (JMC)	13	7	2	22
Juv. Nonfiction (JNF)	497	580	211	1288
Juv. Nonfic Text Bk (JNFT)	13	0	0	13
Juv. Paperback fic (JPBF)	255	188	113	556
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	117	78	15	210
Large Print Nonfic (LPNF)	10	8	4	22
Magazine (MAG)	632	295	179	1106
Music Cassette (MCAS)	0	2	0	2
Nonfiction (NFIC)	1065	1043	423	2531
Nonfiction VHS (NFVH)	43	49	34	126
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	11	4	1	16
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	41	78	46	165
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	3	0	0	3
Spanish Collection (SPA)	8	10	2	20
Software (SWAR)	148	128	47	323
Vertical File (VF)	22	3	4	29
VHS	845	1526	550	2921
YA Biography (YAB)	3	6	0	9
YA Books on CD (YABKCD)	3	2	0	4
YA Books on Tape (YABKT)	0	5	2	7
YA Fiction (YAF)	62	166	22	250
YA Nonfiction (YANF)	12	40	19	71
YA Paperback Fic (YAPBF)	112	115	63	290
				0
Free reads	150	500	128	778
Games/Puzzles		1		1
Talking books		13		13
Assignment Shelf Books				0
TOTAL	8892	10452	3997	23340

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1848	2148	733	4729
Nonfiction	1172	1197	513	2882

CHILDREN'S BOOKS

Fiction	1830	1722	716	4268
Nonfiction	551	604	215	1370

YA BOOKS

Fiction	181	286	85	552
Nonfiction	15	46	19	80
Magazines, Adult	632	295	179	1106
Magazines, Children	75	17	29	121
Games, Toys	0	4	0	4
Sound Recordings, adult	512	637	301	1450
Sound Recordings, ch	144	45	37	226
Online databases	0	0	0	0
Software	151	128	47	326
Vertical file	22	3	4	29
VHS/DVD	1437	2674	906	5017
Equipment	5	0	0	5
Total	8575	9806	3784	22165

**RESOLUTION FOR EMPLOYER PARTICIPATION IN
THE PICK-UP OF ADDITIONAL EMPLOYEE CONTRIBUTIONS**

WHEREAS, Indiana Code 5-10.2-3-2 authorizes Employers, pursuant to Section 414(h)(2) of the Internal revenue code, to pick-up and pay employee contributions to an employee's annuity savings account which are made in addition to the mandatory employee contribution (hereinafter "additional employee contributions"), in accordance with rules adopted by the Indiana Public Employees' Retirement Fund (hereinafter "Fund").

WHEREAS, the Fund has adopted a rule governing the pick-up of additional employee contributions by Employers at 35 IAC 11 ("Elective Payroll Deductions for Additional Contributions") (hereinafter "Pick-Up Regulation");

WHEREAS, eligible employees of The Jasper County Public Library (hereinafter "Employer") participate in the Indiana Public Employees' Retirement Fund;

WHEREAS, it is in the Employer's desire to pick-up all of the additional employee contributions made by participating employees who are members of the Indiana Public Employees' Retirement Fund;

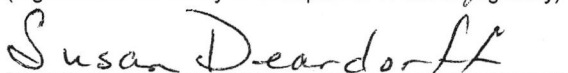
NOW, THEREFORE, BE IT RESOLVED, that effective as of December 31, 2003, the Employer desires to pick-up all of the additional employee contributions made by employees through a binding irrevocable payroll deduction authorization. No additional employee contributions prior to the Employer's adoption of this Resolution shall be picked-up;

BE IT FURTHER RESOLVED, that said additional employee contributions for state law purposes, are being paid by the Employer in lieu of said contributions by the employee;

BE IT FURTHER RESOLVED, that the Employer shall comply with all of the terms and provisions of the Pick-Up Regulation and applicable provisions of the Internal Revenue Code.

Dated this 8th Day of September, 2003.


(Signature of Secretary or Chairperson of Governing Body)


(Printed Name)

President, Jasper County Public Library
(Title)

SALARY ORDINANCE UPDATE

9/3/03

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)	Step
Bailey, Lindsey	Page	\$5.95	10	R	5/12/2003	Res. 9/1	
Herz, Mary	Lib Asst 1	\$7.70/\$7.80	12	D	7/22/2003	Prom 8/16	Raise 11/16
Kaluf, Jean	Lib. Asst 1	\$8.32	12	D	10/7/2002	Res. 8/15	
Scholl, Elizabeth	Page	\$5.95	10	R	9/10/2002	Resigned 4/30	Rehired 9/3
Shoemaker, Beth	Clerk	7.12/7.22	12	R	8/13/2003	15-Nov	

Lindsey Bailey has resigned to go back to college. She was replaced by Elizabeth Scholl who has come back to college at St. Joe and will work for us again.

Beth Shoemaker's salary was reported last month as \$7.00 per hour. She is actually making \$7.12 per hour.

Jean Kaluf resigned as DeMotte Library Assistant. Library Clerk Mary Herz moved into her Library Assistant 1 position and will help with youth services at DeMotte.

We have examined and approved the changes in the salary ordinance. Dated September 8, 2003.

<u>Timothy M. Schults</u>	<u>Jean C. Flayd</u>
<u>Steve S. Gaud</u>	<u>Mike Heining</u>
<u>Gene Marie Egan</u>	<u>Mari Anne Sayler</u>
<u>Susan Deardoff</u>	

JCPL FINANCIAL STATEMENT

August 31, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$131,072.24	\$1,032,870.42	\$28,850.60	\$460,001.99	\$190,208.60
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$52.00	\$0.00	\$52.00	\$0.00
Gift Fund	\$2,082.31	\$943.87	\$3,962.83	\$1,170.00	\$5,558.78	\$3,678.26
DeMotte	\$521.64	\$614.99	\$1,702.99	\$40.00	\$1,626.02	\$444.67
Rensselaer	\$1,450.63	\$56.62	\$1,616.36	\$1,080.00	\$3,308.80	\$3,143.07
Wheatfield	\$110.04	\$272.26	\$643.48	\$50.00	\$623.96	\$90.52
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$60.04	\$578.93	\$93,916.64
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$50,860.00	\$13,045.26	\$89,931.22	\$99,252.54
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$1,200.00	\$26,638.58	\$5,639.30	\$39,833.04	\$394,305.45
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,010.00	\$123.50	\$1,133.50	\$123.50
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,970.44	\$41,999.68	\$4,970.44	\$41,999.68	\$0.00
FICA Tax Collected	\$0.00	\$4,936.74	\$38,463.91	\$4,936.74	\$38,463.91	\$0.00
State Tax Collected	\$1,928.96	\$2,158.31	\$16,869.17	\$2,204.04	\$17,144.25	\$2,204.04
County Tax Collected	\$535.57	\$581.28	\$4,546.41	\$591.76	\$4,602.60	\$591.76
Deferred Comp.	\$0.00	\$4,376.34	\$34,934.94	\$4,376.34	\$34,934.94	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.49	\$31,615.36	\$4,022.47	\$31,615.41	\$0.05
Employee Health/Life Insur.	\$0.00	\$17.80	\$151.40	\$17.80	\$151.40	\$0.00
Employee P.E.R.F.	\$6,593.63	\$8.61	\$20,101.09	\$2,497.66	\$18,401.22	\$4,893.76
Credit Union	\$0.00	\$800.00	\$5,850.00	\$800.00	\$5,850.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$155,088.12	\$1,309,925.79	\$73,305.95	\$790,252.87	\$789,384.60

Bank Balances
Jasper County Public Library
Report as of: 8/30/2003

<i>Bank</i>		
1	Peoples State Bank	\$690,609.19
2	Demotte State Bank	\$4,648.77
3	Lafayette Bank & Trust-LIRF	\$93,916.64
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$789,384.60</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

*Appropriation Report for***100 OPERATING FUND***Jasper County Public Library**Report Date: From 8/1/2003 To 8/30/2003*

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$33,492.43	\$16,843.57	66.5
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$60,658.87	\$473,544.01	\$246,804.99	65.7
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,699.58	\$27,366.08	\$19,073.92	58.9
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,936.74	\$38,463.91	\$21,568.09	64.1
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$3,133.64	(\$1,783.64)	232.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$26,638.31	\$8,016.69	76.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,084.04	\$32,073.87	\$13,995.13	69.6
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$218.87	\$181.13	54.7
Subtotal	\$959,631.00		\$959,631.00	\$77,573.91	\$634,931.12	\$324,699.88	66.2
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$122.34	\$541.93	\$208.07	72.3
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$587.45	\$5,534.14	\$2,865.86	65.9
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$678.22	\$3,138.74	\$861.26	78.5
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$271.58	\$2,905.65	\$594.35	83.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$12.06	\$750.81	\$449.19	62.6
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$7.99	\$59.34	\$340.66	14.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$767.43	\$7,466.96	\$5,168.23	59.1
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$66.66	\$83.34	44.4
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$2,447.07	\$20,873.04	\$10,612.15	66.3
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$62.50	\$3,985.79	\$2,014.21	66.4
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$757.13	\$3,759.08	\$3,240.92	53.7
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$0.00	\$3,185.24	\$1,934.96	62.2
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$471.28	\$4,131.62	\$2,868.38	59.0
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$0.00	\$8,000.00	\$280.85	\$4,419.40	\$3,580.60	55.2
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$144.58	\$1,067.50	\$2,432.50	30.5
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$680.20	\$4,199.98	\$7,650.02	35.4
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$281.93	\$843.67	\$956.33	46.9
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$60.00	\$472.40	\$77.60	85.9
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$50.00	\$255.00	(\$55.00)	127.5
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$24,091.25	\$11,383.75	67.9
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$481.22	\$17,914.44	\$9,085.56	66.3
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$4,304.36	\$27,269.25	\$15,730.75	63.4
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$99.45	\$640.15	\$359.85	64.0
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$186.70	\$1,694.85	\$705.15	70.6
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$2,697.50	\$22,886.84	\$33,138.16	40.9
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$36.45	\$350.41	\$1,649.59	17.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$177.60	\$72.40	71.0
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,724.55	\$10.45	99.4
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$0.00	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$39.99	\$71.80	\$78.20	47.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$20,696.52	\$38,647.27	\$14,066.73	73.3
Subtotal	\$455,969.00	(\$68,879.80)	\$387,089.20	\$31,340.61	\$162,255.40	\$224,833.80	41.9

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$69,126.44	(\$126.44)	100.2
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$29.83	\$10,011.30	\$4,954.42	66.9
4.51 BOOKS	\$131,945.00	\$767.82	\$132,712.82	\$9,789.88	\$76,649.27	\$56,063.55	57.8
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$17,684.95	\$4,315.05	80.4
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$9,890.94	\$41,338.90	\$20,861.10	66.5
Subtotal	\$227,434.00	\$73,444.54	\$300,878.54	\$19,710.65	\$214,810.86	\$86,067.68	71.4
Grand Total	\$1,674,434.00	\$4,649.93	\$1,679,083.93	\$131,072.24	\$1,032,870.42	\$646,213.51	61.5

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 8/1/2003 To 8/30/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22180	633	A.E. BOYCE CO., INC.	8/11/2003	Receipt Books	\$68.49
22181	634	ALEXANDER HAMILTON INSTI	8/11/2003	OnLine Labor Law Poster Sets	\$53.85
22182	635	AMAZON.COM CREDIT	8/11/2003	Author series-Libby Fischer Hellmann-book	\$45.02
22183	636	BAKER & TAYLOR	8/11/2003	Books, Continuations, AV, Gift Books	\$6,937.88
22246	637	BAKER & TAYLOR ENTERTAIN	8/11/2003	Videos	\$303.32
22185	638	BAKER & TAYLOR INC.	8/11/2003	Title Source II Subscription	\$3,530.00
22186	639	BIERMA HARDWARE, INC.	8/11/2003	Nails & Spray 9 Cleaner	\$15.73
22187	640	BROWN'S GARDEN & FLORAL	8/11/2003	Lawn Mowing-June @ Rens.	\$625.00
22188	641	BUSINESS COMMUNICATION	8/11/2003	Thomas Register on CD-ROM	\$9.80
22261	642	CENTRAL STATES SALES CO	8/11/2003	Outdoor bulbs (MH70), Ceiling Spots (BAB), Microfiche bulbs (DDL)	\$179.75
22190	643	CHANGELING ENTERPRISES,	8/11/2003	Concert on the Lawn - Celtic Music Program	\$600.00
22191	644	CONSOLIDATED INCORPORA	8/11/2003	DeM. Lib. Notary Bond-Delger (7/17/03-7/16/11)	\$50.00
22192	645	CULLIGAN	8/11/2003	Water Cooler Rental & Water	\$49.55
22193	646	DEMCO	8/11/2003	Adhesive, Bk. Cleaner, Labels, Jewel cases, Video cases, Browsers, File Folders	\$582.74
22194	647	DIANE KROS	8/11/2003	Mileage-Storytime, Bank Deposits	\$20.16
22195	648	EMILY WHITLOW	8/11/2003	Reader's Advisory Expenses, 7/29-7/30/03	\$22.71
22196	649	GA FOODS GROUP	8/11/2003	Mgmt Mtg & Counterparts Mtg expenses	\$25.22
22197	650	FASE'S WATER TREATMENT	8/11/2003	Redout	\$82.00
22198	651	GAIL JUNG	8/11/2003	Financial Counterparts Expenses/Mileage	\$50.65
22199	652	GALE GROUP	8/11/2003	Books, Ency/Associations, Something/Author	\$953.96
22200	653	GOODWIN FIRE EQUIPMENT,	8/11/2003	Fire extinguisher inspection-Wh. Lib.	\$36.45
22201	654	HEARTLAND AG-BUSINESS G	8/11/2003	Books-Farm Equipment Guide, Antique Tractor Guide, Iron Memories Annual	\$79.95
22202	655	HP PRODUCTS CORP.	8/11/2003	Stride Cleaner, Vandal Mark Remover	\$164.13
22203	656	H.R. ALBISTON	8/11/2003	Found Book on Tape-reimbursed	\$39.99
22204	657	INGRAM	8/11/2003	Paperbacks	\$41.47
22205	658	INSPIRATIONAL DISTRIBUTO	8/11/2003	Christian books	\$86.33
22206	659	JENNIFER L. EVERS	8/11/2003	Mileage-Inventory	\$50.40
22207	660	KEM'S TRUSTWORTHY HARD	8/11/2003	Vacuum Cord, Roof flashing/sealant repair materials	\$17.54
22208	661	KONE, INC.	8/11/2003	Quarterly Maintenance -Elevator	\$370.80
22209	662	KV WINDOW CLEANING	8/11/2003	Annual Window Washing @ Rens. Lib.	\$225.00
22250	663	LANDMARK AUDIOBOOKS	8/11/2003	Books, Audiobooks	\$78.16
22211	664	LISA DAVIS	8/11/2003	IN State Library tour expenses	\$6.95
22212	665	LYNN DAUGHERTY	8/11/2003	Mileage-Perf & Bd. Mtgs; Photopaper, Mtg. Expenses	\$219.08
22213	666	MARY MOLENAAR	8/11/2003	Mileage-Inventory, & Expenses-INState Library tour	\$29.37
22214	667	NORTHSTAR AUDIOBOOKS, I	8/11/2003	Audiobooks	\$382.45
22215	668	NORTHWESTERN INDIANA TE	8/11/2003	DeMotte Local Phones-August 03	\$139.52
22216	669	PATTY STRINGFELLOW	8/11/2003	Mileage-State Library tour, Charette @ Wh. Lib. Plus expenses	\$93.13
22217	670	PBS	8/11/2003	Seabiscuit Video	\$139.62
22218	671	PEGGY WOODS	8/11/2003	Indiana State Library tour expenses	\$7.38
22219	672	PRECISION CONTROL SYSTE	8/11/2003	HVAC Repairs @ DeM, Made cfm adjustments	\$1,348.50
22220	673	PROQUEST INFORMATION &	8/11/2003	Big Chalk eLibrary - 7/03-04 subscription	\$2,673.00
22221	674	QUALITY LASER TECHNOLOG	8/11/2003	(5) InkJet Cartridges-HP51645a	\$95.92
22222	675	QUILL	8/11/2003	InkJet Cartridges-Renee, Name Bades, Jumbo TP, 1/2" Grey Binders, Index cards	\$380.60
22223	676	RECORDED BOOKS, LLC	8/11/2003	Audiobooks	\$768.80
22224	677	REGENT BOOK CO., INC.	8/11/2003	Continuations-BH&G books	\$22.58

Printed on Friday, August 29, 2003

Page 1 of 3

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22225	678	RENSSELAER ATHLETICS	8/11/2003	Advertisement-Fall & Winter Sports Program	\$60.00
22226	679	RENSSELAER REPUBLICAN	8/11/2003	CPF Notice of Adoption; Clerk Ad-DeM. Lib.	\$281.93
22227	680	RUSSELL R. SESSIONS	8/11/2003	Tree Trimming-DeM. Lib.	\$300.00
22228	681	SECURITY COURIERS CORP.	8/11/2003	Courier Service b/w branches (7/4-7/25/03)	\$994.72
22229	682	SHEILA MAXWELL	8/11/2003	Mileage & Mtg Expenses	\$159.87
22230	683	STANDARD & POOR'S CORP.	8/11/2003	Outlook, S&P Bond Guide, Stock Guide, & Register	\$1,861.69
22231	684	STAPLES CREDIT PLAN	8/11/2003	Anti-Fatigue Mat-DeM. Lib.	\$14.99
22232	685	THE LIBRARY CORPORATION	8/11/2003	Annual Maintenance Software/Hardware Contract	\$22,331.00
22233	686	TREASURER OF THE STATE	8/11/2003	Roster of State and Local Officials-Continuations	\$10.00
22234	687	TRU-GREEN CHEMLAWN	8/11/2003	Crabapple tree application	\$99.00
22235	688	TYSEN'S COUNTRY GROCER	8/11/2003	Glass Cleaner, Bowl Cleaner, Air Freshner, Pledge	\$68.71
22236	689	VIRGINIA VIS	8/11/2003	Air Freshner, Pledge, Lysol Disinfectant, All-Purpose Cleaner, Bowl Cleaner	\$261.22
22237	690	WAL-MART COMMUNITY BRC	8/11/2003	Book, Modem, Weed Killer, Tickets, Video, DVD, Felt, Glue, Ch. Program Supply, GooGone, Garden Gloves, Craft Supplies	\$328.49
0	691	PAYROLL	8/8/2003	PAYROLL	\$35,543.23
22238	692	ANTHEM BLUE CROSS AND B	8/8/2003	Aug Health Ins. Premium-14 Participants	\$7,932.60
22239	693	INCOLSA	8/8/2003	Technology Update Wrkshp 9/4/03;Tachtiris, Beedle, Kros	\$180.00
22240	694	ING	8/8/2003	Withheld from Payroll 8 Aug '03-Compensation Plan	\$2,188.17
22241	695	LA-PORTER FEDERAL CREDIT	8/8/2003	Withheld From Payroll 8 Aug '03;Jung, Stringfellow, Davis	\$400.00
22242	696	PLATINUM PLUS FOR BUSINE	8/8/2003	Black Book	\$32.00
22243	697	TOWN OF DEMOTTE	8/8/2003	Sewer Service Jun '03-Demotte	\$62.70
22244	698	TOWN OF WHEATFIELD SEW	8/8/2003	Sewer Service Aug '03-Wheatfield	\$41.05
0	699	INDIANA DEPARTMENT OF RE	8/20/2003	EFT-State & County Tax Withheld from July '03 Payroll	\$2,739.59
0	700	INTERNAL REVENUE SERVIC	8/11/2003	EFT-FICA & Fed Tax Withheld from Payroll 8 Aug '03	\$7,717.89
22245	701	SPRINT	8/8/2003	Rens. Payphone, DataLine (R-W), Local Phone-Rens.	\$939.68
22247	702	RENEE CARR	8/11/2003	PERF refund - Withheld from 08 AUG 03 payroll-Inactive member	\$8.61
0	703	PEOPLES STATE BANK	8/11/2003	200 Deposit Slips-Peoples State Bank	\$21.04
22248	704	ROBERT D. KLEMP	8/11/2003	Disking of 4-acres @ Wheatfield site	\$100.00
22249	705	QUALITY LASER TECHNOLOG	8/11/2003	InkJet Replacement JetPaks; Recycled 1200a laser cartridge	\$379.65
0	706	PAYROLL	8/25/2003	PAYROLL	\$33,009.90
22251	707	AFLAC	8/25/2003	Supplemental Insurance Premium-Sep'03	\$106.80
22252	708	ANTHEM LIFE	8/25/2003	Life Insurance Sep. '03 Premium-23 employees	\$84.93
22253	709	CITY OF RENSSELAER	8/25/2003	7/9-8/10/03 Rensselaer utilities	\$1,785.98
22254	710	FISCHER HELLMANN COMMU	8/25/2003	Author Visit-Rensselaer & Wheatfield Lib. 8/25/03	\$125.00
22255	711	ING	8/25/2003	Deferred Comp Plan- Withheld from 8/25/03 Payroll	\$2,188.17
0	712	INTERNAL REVENUE SERVIC	8/26/2003	FICA & Federal Taxes Withheld from 25 AUG 03 Payroll	\$7,126.03
22256	713	LA-PORTER FEDERAL CREDIT	8/25/2003	Withheld From 25 AUG 03 Payroll-Direct Deposit	\$400.00
22257	714	MIDWAYNET.NET	8/25/2003	Wireless Communications-Sep'03 (DeMotte/Rens)	\$172.20
22258	715	NIPSCO	8/25/2003	DeMotte & Wh. Utilities-July-Aug '03	\$3,142.40
22259	716	SPRINT	8/25/2003	Wheatfield Library Local Phones-August '03	\$139.09
22260	717	SPRINT	8/25/2003	Sprint Long Distance-Wh & DeM. Phones	\$46.84

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$155,088.12

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, August 29, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$155,088.12

Date this 8th day of September, 20 03.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

August 31, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,772.60	\$21,637.11
DeMotte	\$875.03	\$8,238.64		
Rensselaer	\$1,034.25	\$8,732.82		
Wheatfield	\$863.32	\$4,665.65		
PHOTOCOPIES:			\$602.55	\$4,977.83
DeMotte	\$259.65	\$2,144.15		
Rensselaer	\$250.50	\$2,064.93		
Wheatfield	\$92.40	\$768.75		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$412.69	\$6,035.65
Checking/Repurchase/Savings	\$412.69	\$6,035.65		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$25,062.76	\$425,564.78
Property Tax	\$25,062.76	\$144,132.79		
License Excise Tax	\$0.00	\$28,644.21		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$225,295.00		
Local Option/Property Tax Repl.	\$0.00	\$24,495.50		
State Distribution	\$0.00	\$2,997.28		
REFUNDS:			\$0.00	\$1,732.62
Insurance	\$0.00	\$279.00		
Rebates/Refund	\$0.00	\$843.63		
Postage	\$0.00	\$120.50		
Reimbursements,PFEFF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$46.10		
Reimbursements	\$0.00	\$85.19		
Telephone refund	\$0.00	\$0.00		
Book Purchase	\$0.00	\$7.77		
TOTAL OPERATING FUND RECEIPTS.....			\$28,850.60	\$460,001.99
PLAC FUND:			\$0.00	\$52.00
GIFT FUNDS:			\$1,170.00	\$5,558.78
DeMotte	\$40.00	\$1,626.02		
Rensselaer	\$1,080.00	\$3,308.80		
Wheatfield	\$50.00	\$623.96		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$60.04	\$578.93
BOND & INTEREST REDEMPTION FUND:			\$13,045.26	\$89,931.22
Property Tax	\$13,045.26	\$75,021.78		
License Excise Tax	\$0.00	\$14,909.44		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$5,639.30	\$39,833.04
Interest Earned	\$381.68	\$3,588.05		
Property Tax	\$5,257.62	\$30,236.03		
License Excise Tax	\$0.00	\$6,008.96		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
OST/HOSPITALITY FUND:			\$123.50	\$1,133.50
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$48,888.70	\$597,089.46

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$4,970.44	\$41,999.68	\$24,417.25	\$193,163.41
FICA Collected	\$4,936.74	\$38,463.91		
State Tax Collected	\$2,204.04	\$17,144.25		
County Tax Collected	\$591.76	\$4,602.60		
Deferred Comp Plan	\$4,376.34	\$34,934.94		
#125 Pre-tax Plan	\$4,022.47	\$31,615.41		
Life/Health Insurance	\$17.80	\$151.40		
PERF	\$2,497.66	\$18,401.22		
Credit Union	\$800.00	\$5,850.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$73,305.95	\$790,252.87

Voucher List
Jasper County Public Library

Report Date: From 9/1/2003 To 9/8/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22262	718	A.M. Best Company, Inc.	9/8/2003	Life & Health Key Rating Guide 2003	\$392.85
22263	719	ALCO DISCOUNT STORE #290	9/8/2003	Library Card Sign Up Supplies, Children's Program supplies-D	\$20.10
22264	720	AMBER PULLINS	9/8/2003	Mileage & Expenses-Chicago Library Tour	\$103.76
22265	721	BAKER & TAYLOR	9/8/2003	Books, Continuations, AV Material, Gift Books	\$8,256.43
22266	722	BARNES & NOBLE	9/8/2003	Books & Audio Books	\$407.22
22267	723	BOEZEMAN SIGNS	9/8/2003	Laminated Posters, Replacement letter for Front Door-D	\$45.00
22268	724	BOOKPAGE	9/8/2003	BookPage 10/03 - 9/04	\$288.00
22269	725	BRIAN ORBAN	9/8/2003	14 Lawn Mowings 4/13 - 7/26, weeding, pruning, planter bed, spring cleanup	\$1,495.00
22270	726	CDW GOVERNMENT, INC	9/8/2003	Norton Disk Copying Software, 10 Sony Backup Tapes	\$190.98
22271	727	CULLIGAN	9/8/2003	Water Cooler Rental	\$9.95
22272	728	DELL MARKETING L.P.	9/8/2003	Small Minitower, Monitor, etc.-Rens. YA Room	\$944.30
22273	729	DIANA KOORY	9/8/2003	Mileage-Bank Deposits, Mgmt. Mtg, Counterparts Mtg.	\$37.80
22274	730	DIANE OPOLSKI	9/8/2003	Mileage-AV Material Purchase 8/28/03	\$15.48
22275	731	EDUCATIONAL RECORD CENT	9/8/2003	Audio Books	\$226.28
22276	732	EVA CORPORATION	9/8/2003	Library Sparks 9/yr 10/1/03 - 9/30/04; Popular Mechanics 12/yr 11/1/03 - 10/31/04	\$73.72
22277	733	GAIL JUNG	9/8/2003	Mileage-Mgmt Mtg 8/14/03	\$15.84
22278	734	GALE GROUP	9/8/2003	Something About the Author	\$128.43
22279	735	HAINES & COMPANY, INC.	9/8/2003	Criss Cross Directories-3	\$745.50
22280	736	HERITAGE OFFICE PRODUCT	9/8/2003	Laminate, 2 Name Badges	\$46.99
22281	737	HIGHSMITH CO. INC.	9/8/2003	Poster, Bookmarks, Bookplates, Resurfacing Fluid	\$60.88
22282	738	IDOC/ERO - PFEET	9/8/2003	Qtly Pymt- Oct '03 facilities Energy Efficiency Repairs	\$2,402.97
22283	739	INDIANA CHAMBER	9/8/2003	Here is Your Indiana Government	\$66.00
22284	740	INDIANA HISTORICAL SOCIET	9/8/2003	Peopling Indiana	\$11.98
22285	741	INDIANA LIBRARY FEDERATIO	9/8/2003	CYPD Conference 9/28 & 9/29/03-Fagen	\$122.00
22286	742	INFORMATION TODAY	9/8/2003	American Library Directory	\$305.05
22287	743	INGRAM	9/8/2003	Books	\$58.99
22288	744	INSPIRATIONAL DISTRIBUTOR	9/8/2003	Books	\$54.60
22289	745	KANKAKEE VALLEY HIGH SCH	9/8/2003	Kougar Illustrated Sports Program	\$75.00
22290	746	KRISTINE L.MAYS	9/8/2003	Chicago Library Visit & OCL Readers Advisory Conference	\$21.30
22291	747	LANDMARK AUDIOBOOKS	9/8/2003	2 Replacement Tapes	\$10.00
22292	748	LINDA THOMPSON	9/8/2003	OLC Readers Advisory Conference	\$14.45
22293	749	LTD COMMODITIES LLC	9/8/2003	Bingo Set-Rens Children's	\$18.60
22294	750	M. LEE SMITH PUBLISHERS LL	9/8/2003	Indiana Employment Law Letter	\$247.00
22295	751	NANETTE SPEACHT	9/8/2003	Mileage-Cntrprts mtg, Literacy mtg, OLC Readers Advisory Conference	\$258.83
22296	752	NORTHWESTERN INDIANA TE	9/8/2003	Demotte Local Phones-Sep '03	\$139.52
22297	753	PEGGY WOODS	9/8/2003	Mileage-Inventory	\$23.76
22298	754	PLATINUM PLUS FOR BUSINE	9/8/2003	University Hotel-OLC Readers Advisory Conference-7/28 & 7/29/03; Mays, Speacht, Thompson, Whitlow	\$220.41
22299	755	POSTMASTER GENERAL	9/8/2003	Postage Stamps- 2000-37cent; 40-\$1; 200-10c; 40-60c; 40-83c	\$857.20
22300	756	PRECISION CONTROL SYSTE	9/8/2003	Valve Cartridge, Linkage & Extension Kit-Rens	\$88.20
22301	757	PROQUEST INFORMATION & L	9/8/2003	Microfilm Rens. Rep-1/1/03 - 4/30/03	\$79.88
22302	758	QUILL	9/8/2003	Corr. Tape, Liquid Paper, Inkjet Cartridges, Paper Towel	\$537.18
22303	759	RACHAEL CAVINDER	9/8/2003	Mileage-Gates Wrkshp	\$47.52
22304	760	RECORDED BOOKS, LLC	9/8/2003	Audio Books	\$173.60
22305	761	REBECCA GIBSON	9/8/2003	Mileage, Plant & Flowers, Shelves	\$148.10

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22306	762	RENSSELAER REPUBLICAN	9/8/2003	Notice to Taxpayers	\$539.92
22307	763	ROBERT D. KLEMP	9/8/2003	Disking of 4 acres @ Wheatfield site	\$100.00
22308	764	SBC	9/8/2003	Directory Books	\$108.05
22309	765	SECURITY COURIERS CORP.	9/8/2003	Courier Service b/w branches (8/1 - 8/22/03)	\$1,054.69
22310	766	SHARON SCHULENBERG	9/8/2003	Chicago Library Visit-8/12/03	\$9.41
22311	767	SMILEMAKERS	9/8/2003	Fall Festival Prizes-Rens	\$52.50
22312	768	SPRINT YELLOW PAGES	9/8/2003	Qtly Directory Charges (Sep, Oct, Nov)	\$225.75
22313	769	STANLEY STEEMER	9/8/2003	Clean Meeting Rm Carpet-Dem	\$199.92
22314	770	STAPLES CREDIT PLAN	9/8/2003	Panasonic Telephone & Cord-W	\$78.37
22315	771	TALLY SYSTEMS CORPORATI	9/8/2003	Annual CentaMeter Support to 12/04	\$700.00
22316	772	TOM KROOSWYK PLMBG, HT	9/8/2003	Repair Thermostat, Freon	\$152.02
22317	773	TOWN OF DEMOTTE	9/8/2003	Sewer Service JUL '03-Demotte	\$62.70
22318	774	TOWN OF WHEATFIELD SEW	9/8/2003	Sewer Service SEP '03-Wheatfield	\$41.05
22319	775	TROYER GROUP, INC.	9/8/2003	Schematic Design-Services Through 7/31/03	\$13,389.00
22320	776	TRUGREEN LIMITED PARTNE	9/8/2003	Insect & Mite Control Applied-Ren	\$69.00
22321	777	UNIQUE MANAGEMENT SERVI	9/8/2003	Collections-Initial & Secondary Placements JUL '03	\$175.92
22322	778	VIKING OFFICE PRODUCTS	9/8/2003	Copy Paper, Window Envelopes	\$379.48
22323	779	WAL-MART COMMUNITY BRC	9/8/2003	Video's, DVD's, Software, Rens Childrens Program Supplies, Stf. Dvlp. Day Supplies, letter trays	\$383.05
22324	780	WEST GROUP	9/8/2003	Family Law Set	\$255.00
22325	781	YESTERYEAR'S MEAT & SPEC	9/8/2003	Charlotte Fagen 20 Year Anniv. Celebration	\$29.95
Total Amount of Claims					\$37,492.43

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, September 03, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$37,492.43

Date this 8th day of September, 20 03.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

OCT.

AGENDA

**Jasper County Public Library Board Meeting
Monday, October 13, 2003, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of September board meeting(R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)
- D. Policy review (R 9)

General Business

- A. Wheatfield Building Project: Approval of
Schematic Drawings (R 13)
- B. Common Construction Wage Committee
Appointments (R13)
- C. NILBA Dinner (R 15)
- D. Meeting room requests (R 13)
- E. Hispanic grant (R 11 – R 12)

Action

Action

Discussion

Action

Action

Director's Report (R 11- R 15)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
DeMotte Library

September 8, 2003
7:00 PM

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Gail Jung, Diana Kooy, & Diane Kros.

Additional Appropriation Hearing: Excerpts of this meeting are attached. A motion by M. Crawford, seconded by A-M Egan to accept the proofs of publication for the Additional Appropriation was passed unanimously. The public had the opportunity to be heard. No taxpayers were in attendance at the hearing. The regular Board Meeting commenced after the Hearing.

Consent Agenda & Consent Agenda Items: On a motion by M. Heinig, seconded by M. Crawford, the minutes of the August Board Meeting & the August 25th Budget Hearing, monthly bills and financial reports, salary ordinance update, and revised PERF resolution were approved. Motion passed.

Wheatfield Annual Library Reports: D. Kros, Children's Specialist, had a fantastic summer reading program. The number of participants keeps growing. YA programs showed growth with 27 registered for summer reading. Tours for Kindergarten classes are given during National Library Card sign-up month. Drawings are held during National Children's Book Week and Teen Read Week to promote reading.

D. Kooy reported on the positive feedback received regarding the construction of the new library. We have a great DVD and VHS movie collection. These continue to be a strong drawing card for Wheatfield Library. The music CDs are kept as current as financially possible and have a high circulation. Programming is a challenge for both adult and children with mixed success. We strive for a fresh variety of programs; however, what attracts patrons at one library may not be attended well at another branch. Book Discussions and Internet service are well received. We use Community Service workers for special tasks.

Their reports were well received, with the Board asking questions and offering suggestions supporting their efforts.

2004 Budget Adoption: On a motion by A-M Egan, seconded by M. Crawford, the Operating, BIRF, LIRF, and CPF Budgets as presented were approved unanimously. The budgets will be sent to the state for final approval.

Wheatfield Building Project: The final schematic for the building layout and elevations will be presented to the board at the October meeting. Troyer has had the task of narrowing down seven sketches according to recommendations, preferences, and likes/dislikes offered into one

drawing. The Building Committee and any board member are invited to review the semi-final draft on Wednesday, September 10, 2003, at 1:30 PM at Wheatfield Library.

Carpeting Specification Proposal: A Letter of Agreement from Sally Anglemeyer, Troyer Group, to write the specifications for the design, consultation, blueprints, bid process, etc. for the carpeting of the DeMotte and Rensselaer Libraries for \$14,000 plus reimbursable expenses was determined to be more costly than the Board was comfortable with. Our attorney determined this to be a Public Works project, requiring us to bid the projects out. For financial reasons, carpet replacement will be scheduled and bid in two phases, one for each library; but specifications, design work, etc. to be done at the same time. After much discussion, M. Crawford moved, seconded by A-M Egan, to table a decision and asked the Director, Lynn Daugherty, to provide other options for consideration. Some of these duties could possibly be handled in-house or through other means.

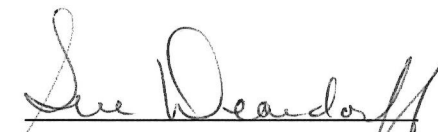
Construction Wage Committee Appointments: A Public Works project requires establishing a construction wage to conform to union wages. Library representatives suggested to attend the Common Construction Wage Committee meeting were Darwin Whited, Louie Stowers, Rick Tillema and Don Tillema. The union personnel and our representatives will likely meet in January 2004 for this purpose.

Additional Appropriation Bond Resolution: A resolution (Exhibit A) to appropriate the proceeds of the General Obligation Bond of 2004 in the amount of \$3,200,000 was passed and adopted on a motion by M. Heinig, second by M. Crawford. The Secretary of the Board was directed to advertise for the sale of the bond.

District Meeting & PLA 2004: Board members were given an opportunity to attend these conferences. Reservations must be made as soon as possible to make the necessary accommodations and travel arrangements.

Adjournment: The board adjourned at 8:14 PM on a motion by M. Crawford, seconded by M. Heinig.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

September 2003

[illegible]

MONTHLY SYSTEM STATISTICS	2002	2003	% change
Current month's Circulation	22,286	24,048	7.9%
Jan. to date circulation	227,395	230,067	1.2%

24

DEMOTTE COLLECTION		RENSSELAER COLLECTION		WHEATFIELD COLLECTION	
Start of Month	End of Month	Start of Month	End of Month	Start of Month	End of Month
Volumes	Volumes	Volumes	Volumes	Volumes	Volumes
XX					
13,415	13,469	12,296	12,207	8,144	8,224
15,960	15,883	21,779	21,965	8,019	8,051
					ADULT BOOKS
					Fiction
					Nonfiction
					CHILDREN'S BKS
11,329	11,264	12,899	12,984	6,184	6,261
8,744	8,760	8,377	8,413	3,699	3,714
					Fiction
					Nonfiction
					YA BOOKS
1,907	1,830	2,393	2,415	1,401	1,333
572	571	498	506	141	86
					Fiction
					Nonfiction
					0 Magazines,Adult
					0 Magazines, Child
0	0	140	140	0	0 Games, Toys
1,316	1,316	1,835	1,835	1,241	1,241
378	394	408	459	319	364
44	49	17	36	-12	Online Databases
212	212	206	206	129	129
					Software
					Vertical Files
1,535	1,535	2,323	2,323	879	879
70	94	55	88	-2	VHS/DVD
55,482	55,377	63,226	63,577	30,142	36
					Equipment
					TOTAL
XX					

CIRCULATION BY HOLDINGS CODE
September 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)				0
Award Winner JE (DAJE)	13			13
Award Winner JFIC (DAJFIC)	10			10
Award Winner JNF (DAJNF)	4			4
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	4			4
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	40	3	4	47
Books on CD (DBKCD)	28	4	1	33
Books on Tape (DBKT)	113	4	4	121
Compact Disc (DCD)	280	6	4	290
DVD	456		1	457
Equipment (DEQP)	8			8
See librarian (DERR)				0
Express Book (DEXP)	28			28
Fiction (DFIC)	1416	56	39	1511
Genealogy (DGENE)				0
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	266			266
Juv. Biography (DJBIO)	58	3	2	63
Juv. Book on CD (DJBKCD)	3			3
Juv. Book on Tape (DJBKT)	75	2		77
Juv. Compact Disc (DJCD)	21			21
Juvenile Easy (DJE)	1200	16	1	1217
Juv. Easy Reader (DJER)	407	1		408
Juv. Fiction (DJFIC)	201	6	1	208
Juv. Holiday books (DJHOL)	15			15
Juv. Magazine (DJMAG)	75			75
Juv. Music Cassette (DJMC)	6			6
Juv. Nonfiction (DJNF)	544	14	3	561
Juv. Nonfic Text Bk (DJNFTB)	14			14
Juv. Paperback fic (DJPBF)	147			147
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	98	1		99
Large Print Nonfic (DLPNF)	5			5
Magazine (DMAG)	670	1	8	679
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1053	25	18	1096
Nonfiction VHS (DNFVHS)	51	3		54
Professional Coll. (DPROF)	1			1
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	16	1	2	19
Parent Shelf Ref (DPREF)				0
Reference (DREF)				0
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	9			9
Software (DSWAR)	134	1		135
Vertical File (DVF)	21			21
VHS	846	4	1	851
YA Biography (DYAB)	1	2		3
YA Books on CD (DYABKCD)	2			2
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	31	1		32
YA Nonfiction (DYANF)	30			30
YA Paperback Fic (DYAPBF)	70	6		76
Award Winner JBIO (RAJBIO)		2		2
Award Winner JE (RAJE)		6		6
Award Winner JFIC (RAJFIC)		9		9
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		6		6
Award Winner YAPFIC (RAYPBF)		1		1
Biography (RBIO)	3	67		70
Books on CD (RBKCD)	1	61		62
Books on Tape (RBKT)	2	216	2	220
Compact Disc (RCD)	8	400	12	420
DVD	1	1107		1108
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		87		87
Fiction (RFIC)	62	1330	15	1407
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)		4		4
Internet (RINTER)		575		575
Juv. Biography (RJBIO)	1	34	1	36
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		62		62
Juv. Compact Disc (RJCD)		17	1	18
Juvenile Easy (RJE)	31	1272	8	1311
Juv. Easy Reader (RJER)		263	1	264
Juv. Fiction (RJFIC)	4	359	1	364
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		6		6
Juv. Music Cassette (RJMC)		2		2
Juv. Nonfiction (RJNF)	16	893	15	924
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	1	362		363
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	1	65	3	69
Large Print Nonfic (RLPNF)		6		6
Magazine (RMAG)	4	305		309
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	32	970	17	1019

Nonfiction VHS (RNFVHS)	1	42	1	44
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		6		6
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		19		19
Software (RSWAR)	2	145		147
Vertical File (RVF)		4		4
VHS	3	1548		1551
YA Biography (RYAB)	1	7		8
YA Books on CD (RYABKCD)		1		
YA Books on Tape (RYABKT)	1	4	1	6
YA Fiction (RYAF)	6	126	3	135
YA Nonfiction (RYANF)	2	51		53
YA Paperback Fic (RYAPBF)	4	123	2	129
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			5	5
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	2	6	19	27
Books on CD (WBKCD)	1		24	25
Books on Tape (WBKT)	2	3	54	59
Compact Disc (WCD)	6	12	224	242
DVD	3	2	395	400
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			22	22
Fiction (WFIC)	49	54	575	678
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			247	247
Juv. Biography (WJBIO)	1		18	19
Juv. Book on CD (WJBKCD)		1	3	4
Juv. Book on Tape (WJBKT)	4	5	31	40
Juv. Compact Disc (WJCD)			3	3
Juvenile Easy (WJE)	8	10	571	589
Juv. Easy Reader (WJER)	3	5	92	100
Juv. Fiction (WJFIC)		2	83	85
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			36	36
Juv. Music Cassette (WJMC)			3	3
Juv. Nonfiction (WJNF)	2	4	319	325
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	7	2	74	83
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	1	24	26
Large Print Nonfic (WLPNF)			4	4
Magazine (WMAG)	5	3	188	196
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	26	27	403	456
Nonfiction VHS (WNFVHS)	1		17	18
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			2	2
Software (WSWAR)	2	1	56	59
Vertical File (WVF)			2	2
VHS	4	7	476	487
YA Biography (WYAB)			1	1
YA Books on CD (WYABKCD)				
YA Books on Tape (WYABKT)		2		2
YA Fiction (WYAF)		1	31	32
YA Nonfiction (WYANF)	1	2	33	36
YA Paperback Fic (WYAPBF)	5	4	49	58
TOTAL	8794	10878	4257	23928

CIRCULATION BY HOLDINGS CODE
Sep 03

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	0	2	0	2
Award Winner JE (AJE)	13	6	5	24
Award Winner JFIC (AJF)	10	9	1	20
Award Winner JNF (AJNF)	4	0	0	4
Award Winner JPFIC (AJPF)	3	1	0	4
Award Winner YAFIC (AYAF)	4	6	0	10
Award Winner YAPFIC (YAYPBF)	0	1	0	1
Biography (BIO)	45	76	23	144
Books on CD (BKCD)	30	65	25	120
Books on Tape (BKT)	117	227	60	404
Compact Disc (CD)	294	418	240	952
DVD	460	1109	396	1965
Equipment (EQP)	8	0	0	8
See librarian (ERR)	0	0	0	0
Express Book (EXP)	28	87	22	137
Fiction (FIC)	1527	1440	629	3596
Genealogy (GENE)	0	0	0	0
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	4	0	4

Internet (INTR)	266	575	247	1088
Juv. Biography (JBIO)	60	37	21	118
Juv. Book on CD (JBCD)	3	1	3	7
Juv. Book on Tape (JBKT)	79	69	31	179
Juv. Compact Disc (JCD)	21	17	4	42
Juvenile Easy (JE)	1239	1298	580	3117
Juv. Easy Reader (JER)	410	269	93	772
Juv. Fiction (JFIC)	205	367	85	657
Juv. Holiday (JHOL)	15	0	0	15
Juv. Magazine (JMAG)	75	6	36	117
Juv. Music Cassette (JMC)	6	2	3	11
Juv. Nonfiction (JNF)	562	911	337	1810
Juv. Nonfic Text Bk (JNFT)	14	0	0	14
Juv. Paperback fic (JPBF)	155	364	74	593
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	100	67	27	194
Large Print Nonfic (LPNF)	5	6	4	15
Magazine (MAG)	679	309	196	1184
Music Cassette (MCAS)	0	0	0	0
Nonfiction (NFIC)	1111	1022	438	2571
Nonfiction VHS (NFVH)	53	45	18	116
Professional Coll. (PROF)	1	0	0	1
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	16	7	2	25
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	66	126	34	226
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	1	0	0	1
Spanish Collection (SPA)	9	19	2	30
Software (SWAR)	138	147	56	341
Vertical File (VF)	51	6	5	62
VHS	853	1559	477	2889
YA Biography (YAB)	2	9	1	12
YA Books on CD (YABKCD)	2	1	0	2
YA Books on Tape (YABKT)	1	6	1	8
YA Fiction (YAF)	37	128	34	199
YA Nonfiction (YANF)	33	53	33	119
YA Paperback Fic (YAPBF)	79	133	51	263
				0
Free reads	233	573	135	941
Games/Puzzles		1		1
Talking books				0
Assignment Shelf Books				0
TOTAL	9123	11584	4429	25135

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1888	2167	813	4868
Nonfiction	1237	1249	501	2987

CHILDREN'S BOOKS

Fiction	2035	2314	838	5187
Nonfiction	671	957	360	1988
YA BOOKS				
Fiction	120	268	85	473
Nonfiction	35	62	34	131
Magazines, Adult	679	309	196	1184
Magazines, Children	75	6	36	117
Games, Toys	0	5	0	5
Sound Recordings, adult	444	717	326	1487
Sound Recordings, ch	109	89	41	239
Online databases	0	0	0	0
Software	139	147	56	342
Vertical file	51	6	5	62
VHS/DVD	1366	2713	891	4970
Equipment	8	0	0	8
Total	8857	11009	4182	24048

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

September 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	142	31	228	49	174	38	544	118
LOCAL HISTORY								
In person	3	1	12	3	0	0	15	4
Letters written	0	0	10	10	0	0	10	10
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	266	11	575	24	247	10	1088	45
Computer software used	22	2	61	5	24	2	107	9
VCR Use		0	2	0		0	2	0
Microforms	5	1	46	6		0	51	7
CD ROM/Online databases	49	4	160	13	26	2	235	20
Typewriter use		0		0	1	0	1	0
Other equipment used		0		0		0	0	0
Tax Forms distributed		0		0		0	0	0
OTHER LIBRARY SERVICES USED								
Walking book visits	5	3	18	12		0	23	15
Notarized documents		0	13	3	4	1	17	4
Meeting Room Use (no. of groups)	42	14	33	11	23	8	98	33
Study room use	24	2	19	2		0	43	4
Proctoring			3	2			3	2
INTERLIBRARY LOANS								
Requests made for:	66	17	103	26	23	6	192	48
Items rec'd for:	66	33	126	63	34	17	226	113
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7396	7392	3055	17843
Non-resident, paying	5	17	2	24
PLAC card users	1	3	0	4
Reciprocal borrowers	374	288	27	689

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	1	6	7	42	0	0	8	48
Children's Programs (0-13) Number attending	33 607	198	36 479	216	10 182	60	79 1268	474
YA Programs (14-17) Number attending	2 31	12	0 8	0		0	2 39	12
Adult Programs Number attending	2 142	12	5 159	30	2 21	12	9 322	54
Senior Citizen Programs Number attending	0 1	0	8 53	48	0 3	0	8 57	48
Total Number of Programs	38	228	56	336	12	72	106	636
Total Persons Attending	781		699		206		1686	
Total Attending Same Month Last Yr.	427		634		55		1116	
Total Staff Hours Spent		346		566		156		1067
Hours Spent Same Month last year		248		442		90		780

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	6946	76.6%	8145	71.1%	3561	81.0%	18652	74.9%
Corporate	44	0.5%	102	0.9%		0.0%	146	0.6%
Juvenile 0-11	979	10.8%	1480	12.9%	395	9.0%	2854	11.5%
Nonresident No Fee	40	0.4%	316	2.8%	78	1.8%	434	1.7%
Nonresident Fee		0.0%	37	0.3%		0.0%	37	0.1%
Reciprocal	323	3.6%	306	2.7%	18	0.4%	647	2.6%
School	1	0.0%	28	0.2%		0.0%	29	0.1%
St. Joseph College		0.0%	177	1.5%		0.0%	177	0.7%
State Library Card	11	0.1%		0.0%		0.0%	11	0.0%
Staff	451	5.0%	511	4.5%	273	6.2%	1235	5.0%
YA 12-17	267	2.9%	354	3.1%	70	1.6%	691	2.8%
Total	9062		11456		4395		24913	
All items borrowed by nonresidents	375	4.1%	864	7.5%	96	2.2%	1335	5.4%

JASPER COUNTY PUBLIC LIBRARY REFERENCE ACTIVITY REPORT

July through September 2003--
6 sample days

	DeMotte	Rensselaer	Wheatfield	TOTAL
REFERENCE QUESTIONS				
Telephone: Directional	53	109	47	209
Telephone: Reference	33	40	13	86
In-person: Directional	53	185	111	349
In-person: Reference	91	87	52	230
Total	230	421	223	874
COPIES MADE FOR PATRONS	10	7	17	34

Monthly Equivalent for July through September 2003

REFERENCE QUESTIONS				
Telephone: Directional	221	454	196	871
Telephone: Reference	138	167	54	358
In-person: Directional	221	771	463	1454
In-person: Reference	379	363	217	958
Total	958	1754	929	3642
COPIES MADE FOR PATRONS	42	29	71	142

Monthly Equivalent for July through September 2002

REFERENCE QUESTIONS				
Telephone: Directional	404	538	271	1213
Telephone: Reference	313	238	42	593
In-person: Directional	429	796	517	1742
In-person: Reference	558	463	233	1254
Total	1704	2035	1063	4802
COPIES MADE FOR PATRONS	63	17	88	168

Salary Ordinance 2003

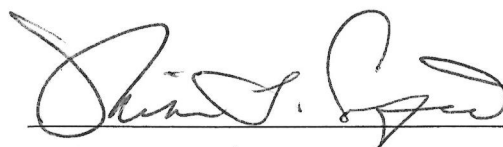
Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)
Broyles, Marion	Janitor	\$8.65	16	W	10/13/2003	1/05
Carr, Renee	Specialist 1	\$13.05	10	D	2/1/1990	
Howard, Rose	Janitor	\$12.00	26	D,W	6/28/1986	Res. 10/12
Ransford, Cynthia	Clerk	\$7.00	12	D	10/13/03	1/13/04
Vis, Virginia	Janitor	\$10.92	20	D,W	7/23/1996	
Vis, Virginia	Clerk	\$7.80	20	D	7/23/1996	
Whitlow, Emily	Floater/Lib Asst I	\$10.30	25	D,R,W	9/13/1999	
Whitlow, Emily	Janitor	\$8.65	8	D	10/13/2003	1/05

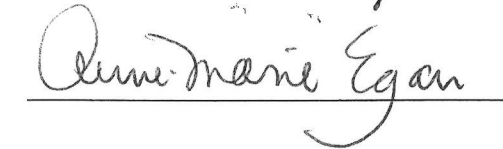
When you approved Renee's reduction in hours in July, I gave you the wrong hourly salary figure. She works at \$13.05 this year, not \$13.65.

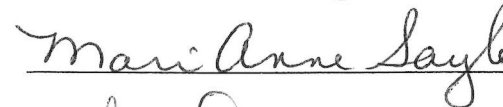
Rose has resigned after 17 years as our janitor in order to concentrate on her full time job as LPN at Christian Haven. Marion Broyles, Ginger (Virginia) and Emily have picked up her hours. Emily has done substitute work for us as a janitor in addition to her other duties. Ginger has worked both as a janitor and as a clerk for some time. Marion is a new employee.

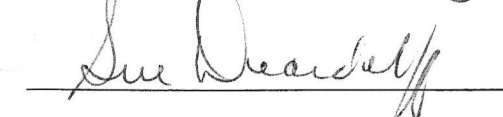
Cynthia Ransford is a clerk at DeMotte, replacing Mary Herz who became a library assistant when Jean Kaluf resigned.

We have examined and approved the changes in the salary ordinance. Dated October 13, 2003.

 Joan G. Flagg

 Marie Marie Egan

 Marie Anne Sayle

 Sue Deardoff

CERTIFICATE RE ADDITIONAL APPROPRIATION
JASPER COUNTY PUBLIC LIBRARY

To the Department of Local Government Finance:

I, Joan Floyd, hereby certify that I am the duly elected, qualified and acting Secretary of the Board of Trustees of Jasper County Public Library, a library in Jasper County, Indiana, organized and existing pursuant to I.C. 20-14.

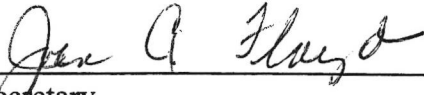
I further certify that attached hereto are full, true and correct copies of the following:

(a) Minutes of a meeting of the Board of Trustees of Jasper County Public Library held on September 8, 2003, which minutes include a resolution adopted by said Board authorizing an additional appropriation by said library for the purpose of providing funds to be applied on the cost of the construction of a new library building in Wheatfield, Indiana in said library district.

(b) Proofs of publication and posting of the notice of a public hearing on said additional appropriation.

I further certify that the outstanding indebtedness of Jasper County Public Library, within the meaning of Article XIII, Section 1 of the Indiana Constitution, exclusive of the bonds proposed to be issued, designated "General Obligation Bonds of 2004," in the amount of \$3,200,000, is in the amount of \$ 1,719,280.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of Jasper County Public Library on this, the 13th day of October, 2003.



Secretary

JCPL FINANCIAL STATEMENT

September 30, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$103,870.41	\$1,136,740.83	\$3,656.53	\$463,658.52	\$89,994.72
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$52.00	\$0.00	\$52.00	\$0.00
Gift Fund	\$2,082.31	\$1,012.26	\$4,975.09	\$243.08	\$5,801.86	\$2,909.08
DeMotte	\$521.64	\$67.96	\$1,770.95	\$65.58	\$1,691.60	\$442.29
Rensselaer	\$1,450.63	\$944.30	\$2,560.66	\$95.00	\$3,403.80	\$2,293.77
Wheatfield	\$110.04	\$0.00	\$643.48	\$82.50	\$706.46	\$173.02
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$59.82	\$638.75	\$93,976.46
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$50,860.00	\$0.00	\$89,931.22	\$99,252.54
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$13,389.00	\$40,027.58	\$381.66	\$40,214.70	\$381,298.11
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$185.25	\$1,195.25	\$61.75	\$1,195.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,895.25	\$46,894.93	\$4,895.25	\$46,894.93	\$0.00
FICA Tax Collected	\$0.00	\$4,808.29	\$43,272.20	\$4,808.29	\$43,272.20	\$0.00
State Tax Collected	\$1,928.96	\$2,204.04	\$19,073.21	\$2,149.03	\$19,293.28	\$2,149.03
County Tax Collected	\$535.57	\$591.76	\$5,138.17	\$575.59	\$5,178.19	\$575.59
Deferred Comp.	\$0.00	\$4,376.34	\$39,311.28	\$4,376.34	\$39,311.28	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.49	\$35,637.85	\$4,022.50	\$35,637.91	\$0.06
Employee Health/Life Insur.	\$0.00	\$17.80	\$169.20	\$17.80	\$169.20	\$0.00
Employee P.E.R.F.	\$6,593.63	\$0.00	\$20,101.09	\$2,397.80	\$20,799.02	\$7,291.56
Credit Union	\$0.00	\$800.00	\$6,650.00	\$800.00	\$6,650.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$140,172.89	\$1,450,098.68	\$28,445.44	\$818,698.31	\$677,657.15

Bank Balances
Jasper County Public Library
Report as of: 9/30/2003

<i>Bank</i>		
1	Peoples State Bank	\$576,670.44
2	Demotte State Bank	\$6,800.25
3	Lafayette Bank & Trust-LIRF	\$93,976.46
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
<i>Total all banks =</i>		<i>\$677,657.15</i>

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 9/1/2003 To 9/30/2003**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$37,687.11	\$12,648.89	74.9
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$58,252.68	\$531,796.69	\$188,552.31	73.8
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$4,427.38	\$31,793.46	\$14,646.54	68.5
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,808.29	\$43,272.20	\$16,759.80	72.1
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$3,133.64	(\$1,783.64)	232.1
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$26,638.31	\$8,016.69	76.9
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,084.04	\$36,157.91	\$9,911.09	78.5
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$218.87	\$181.13	54.7
Subtotal	\$959,631.00		\$959,631.00	\$75,767.07	\$710,698.19	\$248,932.81	74.1
2. Supplies							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$541.93	\$208.07	72.3
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$853.06	\$6,387.20	\$2,012.80	76.0
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$89.10	\$3,227.84	\$772.16	80.7
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$2,905.65	\$594.35	83.0
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$750.81	\$449.19	62.6
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$0.00	\$59.34	\$340.66	14.8
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$392.56	\$7,859.52	\$4,775.67	62.2
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$13.10	\$79.76	\$70.24	53.2
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$1,347.82	\$22,220.86	\$9,264.33	70.6
3. Other Services and Charge							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$25.00	\$4,010.79	\$1,989.21	66.8
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$594.80	\$4,353.88	\$2,646.12	62.2
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$857.20	\$4,042.44	\$1,077.76	79.0
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$516.38	\$4,648.00	\$2,352.00	66.4
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$60.00	\$8,060.00	\$1,147.08	\$5,566.48	\$2,493.52	69.1
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$140.72	\$1,208.22	\$2,291.78	34.5
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$172.20	\$4,372.18	\$7,477.82	36.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$539.92	\$1,383.59	\$416.41	76.9
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$75.00	\$547.40	\$2.60	99.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$255.00	(\$55.00)	127.5
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$24,091.25	\$11,383.75	67.9
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$524.61	\$18,439.05	\$8,560.95	68.3
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$3,238.78	\$30,508.03	\$12,491.97	70.9
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$59.85	\$700.00	\$300.00	70.0
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$209.80	\$1,904.65	\$495.35	79.4
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$4,507.11	\$27,393.95	\$28,631.05	48.9
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$350.41	\$1,649.59	17.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$187.55	\$62.45	75.0
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,724.55	\$10.45	99.4
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$0.00	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$71.80	\$78.20	47.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,930.61	\$40,577.88	\$12,136.12	77.0
Subtotal	\$455,969.00	(\$68,819.80)	\$387,149.20	\$14,549.01	\$176,804.41	\$210,344.79	45.7

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$69,126.44	(\$126.44)	100.2
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$158.35	\$10,169.65	\$4,796.07	68.0
4.51 BOOKS	\$131,945.00	\$767.82	\$132,712.82	\$10,194.51	\$86,843.78	\$45,869.04	65.4
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$617.75	\$18,302.70	\$3,697.30	83.2
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$1,235.90	\$42,574.80	\$19,625.20	68.4
Subtotal	\$227,434.00	\$73,444.54	\$300,878.54	\$12,206.51	\$227,017.37	\$73,861.17	75.5
Grand Total	\$1,674,434.00	\$4,709.93	\$1,679,143.93	\$103,870.41	\$1,136,740.83	\$542,403.10	67.7

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Changes to Appropriations

<i>Date</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Reason</i>
1/2/2003	100 OPERATING FUND	4.4 FURNITURE & EQUIPMENT	\$3,676.72	Encumbered from 2002 per Bd. Approval 12/30/02.
3/10/2003	100 OPERATING FUND	3.22 POSTAGE	\$52.61	UPS charges reimbursed on A/R #72, #81 & #86
4/14/2003	100 OPERATING FUND	2.41 LIBRARY SUPPLIES	\$85.19	Library Book Bags reimbursed on A/R #188
4/14/2003	100 OPERATING FUND	3.22 POSTAGE	\$67.59	UPS charges reimbursed on A/R #61 & #62
5/12/2003	100 OPERATING FUND	4.1 LAND	\$69,000.00	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.94 TRANSFER TO LIRF	(\$69,000.00)	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.93 TAXES & ASSESSMENTS	\$242.31	Per Board Approval Mtg.-May 12, 2003
5/12/2003	100 OPERATING FUND	3.97 INTERVIEWING & MOVING EXP.	(\$242.31)	Per Board Approval Mtg.-May 12, 2003
6/2/2003	100 OPERATING FUND	4.51 BOOKS	\$7.77	Sign Language Book Purchase by patron B&T A/P 6/9/03
6/16/2003	100 OPERATING FUND	4.51 BOOKS	\$760.05	Refund returned Code Books A/R #248
9/8/2003	100 OPERATING FUND	3.24 PROFESSIONAL MEETINGS	\$60.00	Refund- Workshop Cancellation-Beedle, A/P#693

Voucher List
Jasper County Public Library

Report Date: From 9/1/2003 To 9/30/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22262	718	A.M. Best Company, Inc.	9/8/2003	Life & Health Key Rating Guide 2003	\$392.85
22263	719	ALCO DISCOUNT STORE #290	9/8/2003	Library Card Sign Up Supplies, Children's Program supplies-D	\$20.10
22264	720	AMBER PULLINS	9/8/2003	Mileage & Expenses-Chicago Library Tour	\$103.76
22265	721	BAKER & TAYLOR	9/8/2003	Books, Continuations, AV Material, Gift Books	\$8,256.43
22266	722	BARNES & NOBLE	9/8/2003	Books & Audio Books	\$407.22
22267	723	BOEZEMAN SIGNS	9/8/2003	Laminated Posters, Replacement letter for Front Door-D	\$45.00
22268	724	BOOKPAGE	9/8/2003	BookPage 10/03 - 9/04	\$288.00
22269	725	BRIAN ORBAN	9/8/2003	14 Lawn Mowings 4/13 - 7/26, weeding, pruning, planter bed, spring cleanup	\$1,495.00
22270	726	CDW GOVERNMENT, INC	9/8/2003	Norton Disk Copying Software, 10 Sony Backup Tapes	\$190.98
22271	727	CULLIGAN	9/8/2003	Water Cooler Rental	\$9.95
22272	728	DELL MARKETING L.P.	9/8/2003	Small Minitower, Monitor, etc.-Rens. YA Room	\$944.30
22273	729	DIANA KOOY	9/8/2003	Mileage-Bank Deposits, Mgmt. Mtg, Counterparts Mtg.	\$37.80
22274	730	DIANE OPOLSKI	9/8/2003	Mileage-AV Material Purchase 8/28/03	\$15.48
22275	731	EDUCATIONAL RECORD CENT	9/8/2003	Audio Books	\$226.28
22276	732	EVA CORPORATION	9/8/2003	Library Sparks 9/yr 10/1/03 - 9/30/04; Popular Mechanics 12/yr 11/1/03 - 10/31/04	\$73.72
22277	733	GAIL JUNG	9/8/2003	Mileage-Mgmt Mtg 8/14/03	\$15.84
22278	734	GALE GROUP	9/8/2003	Something About the Author	\$128.43
22279	735	HAINES & COMPANY, INC.	9/8/2003	Criss Cross Directories-3	\$745.50
22280	736	HERITAGE OFFICE PRODUCT	9/8/2003	Laminate, 2 Name Badges	\$46.99
22281	737	HIGHSMITH CO. INC.	9/8/2003	Poster, Bookmarks, Bookplates, Resurfacing Fluid	\$60.88
22282	738	IDOC/ERO - PFEET	9/8/2003	Qty Pynt- Oct '03 facilities Energy Efficiency Repairs	\$2,402.97
22283	739	INDIANA CHAMBER	9/8/2003	Here is Your Indiana Government	\$66.00
22284	740	INDIANA HISTORICAL SOCIET	9/8/2003	Peopling Indiana	\$11.98
22285	741	INDIANA LIBRARY FEDERATIO	9/8/2003	CYPD Conference 9/28 & 9/29/03-Fagen	\$122.00
22286	742	INFORMATION TODAY	9/8/2003	American Library Directory	\$305.05
22287	743	INGRAM	9/8/2003	Books	\$58.99
22288	744	INSPIRATIONAL DISTRIBUTOR	9/8/2003	Books	\$54.60
22289	745	KANKAKEE VALLEY HIGH SCH	9/8/2003	Kougar Illustrated Sports Program	\$75.00
22290	746	KRISTINE L.MAYS	9/8/2003	Chicago Library Visit & OCL Readers Advisory Conference	\$21.30
22291	747	LANDMARK AUDIOBOOKS	9/8/2003	2 Replacement Tapes	\$10.00
22292	748	LINDA THOMPSON	9/8/2003	OLC Readers Advisory Conference	\$14.45
22293	749	LTD COMMODITIES LLC	9/8/2003	Bingo Set-Rens Children's	\$18.60
22294	750	M. LEE SMITH PUBLISHERS LL	9/8/2003	Indiana Employment Law Letter	\$247.00
22295	751	NANETTE SPEACHT	9/8/2003	Mileage-Cntrpts mtg, Literacy mtg, OLC Readers Advisory Conference	\$258.83
22296	752	NORTHWESTERN INDIANA TE	9/8/2003	Demotte Local Phones-Sep '03	\$139.52
22297	753	REGGY WOODS	9/8/2003	Mileage-Inventory	\$23.76
22298	754	PLATINUM PLUS FOR BUSINE	9/8/2003	University Hotel-OLC Readers Advisory Conference-7/28 & 7/29/03; Mays, Speacht, Thompson, Whitlow	\$220.41
22299	755	POSTMASTER GENERAL	9/8/2003	Postage Stamps- 2000-37cent; 40-\$1; 200-10c; 40-60c; 40-83c	\$857.20
22300	756	PRECISION CONTROL SYSTE	9/8/2003	Valve Cartridge, Linkage & Extension Kit-Rens	\$88.20
22301	757	PROQUEST INFORMATION & L	9/8/2003	Microfilm Rens. Rep-1/1/03 - 4/30/03	\$79.88
22302	758	QUILL	9/8/2003	Corr. Tape, Liquid Paper, Inkjet Cartridges, Paper Towel	\$537.18
22303	759	RACHAEL CAVINDER	9/8/2003	Mileage-Gates Wrkshp	\$47.52
22304	760	RECORDED BOOKS, LLC	9/8/2003	Audio Books	\$173.60
22305	761	REBECCA GIBSON	9/8/2003	Mileage, Plant & Flowers, Shelves	\$148.10

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22306	762	RENSSELAER REPUBLICAN	9/8/2003	Notice to Taxpayers	\$539.92
22307	763	ROBERT D. KLEMP	9/8/2003	Disking of 4 acres @ Wheatfield site	\$100.00
22308	764	SBC	9/8/2003	Directory Books	\$108.05
22309	765	SECURITY COURIERS CORP.	9/8/2003	Courier Service b/w branches (8/1 - 8/22/03)	\$1,054.69
22310	766	SHARON SCHULENBERG	9/8/2003	Chicago Library Visit-8/12/03	\$9.41
22311	767	SMILEMAKERS	9/8/2003	Fall Festival Prizes-Rens	\$52.50
22312	768	SPRINT YELLOW PAGES	9/8/2003	Qtly Directory Charges (Sep, Oct, Nov)	\$225.75
22313	769	STANLEY STEEMER	9/8/2003	Clean Meeting Rm Carpet-Dem	\$199.92
22314	770	STAPLES CREDIT PLAN	9/8/2003	Panasonic Telephone & Cord-W	\$78.37
22315	771	TALLY SYSTEMS CORPORATI	9/8/2003	Annual CentaMeter Support to 12/04	\$700.00
22316	772	TOM KROOSWYK PLMBG, HT	9/8/2003	Repair Thermostat, Freon	\$152.02
22317	773	TOWN OF DEMOTTE	9/8/2003	Sewer Service JUL '03-Demotte	\$62.70
22318	774	TOWN OF WHEATFIELD SEW	9/8/2003	Sewer Service SEP '03-Wheatfield	\$41.05
22319	775	TROYER GROUP, INC.	9/8/2003	Schematic Design-Services Through 7/31/03	\$13,389.00
22320	776	TRUGREEN LIMITED PARTNE	9/8/2003	Insect & Mite Control Applied-Ren	\$69.00
22321	777	UNIQUE MANAGEMENT SERVI	9/8/2003	Collections-Initial & Secondary Placements JUL '03	\$175.92
22322	778	VIKING OFFICE PRODUCTS	9/8/2003	Copy Paper, Window Envelopes	\$379.48
22323	779	WAL-MART COMMUNITY BRC	9/8/2003	Video's, DVD's, Software, Rens Childrens Program Supplies, Stf. Dvlp. Day Supplies, letter trays	\$383.05
22324	780	WEST GROUP	9/8/2003	Family Law Set	\$255.00
22325	781	YESTERYEAR'S MEAT & SPEC	9/8/2003	Charlotte Fagen 20 Year Anniv. Celebration	\$29.95
0	782	PAYROLL	9/10/2003	PAYROLL	\$32,179.52
22326	783	ANTHEM BLUE CROSS AND B	9/10/2003	Sep Health Ins. Premiums-14 Participants	\$7,932.60
22327	784	INDIANA LIBRARY FEDERATIO	9/10/2003	2003 ILF Dist. II, Oct. 3; Dist. I, Oct 7-11 Participants	\$438.00
22328	785	ING	9/10/2003	IN Deferred Comp Withheld from 10 SEP 03 Payroll	\$2,188.17
22329	786	LA-PORTER FEDERAL CREDIT	9/10/2003	Withheld from Payroll 10 SEP 03-Direct Deposit	\$400.00
0	787	INDIANA DEPARTMENT OF RE	9/19/2003	EFT-State & County Tax Withheld from AUG '03	\$2,795.80
0	788	INTERNAL REVENUE SERVICE	9/11/2003	FICA & FED Tax Withheld 10 SEP 03 Payroll	\$6,908.57
22330	789	SPRINT	9/10/2003	Rens. Payphone-September'03	\$51.69
0	790	PAYROLL	9/25/2003	PAYROLL	\$34,695.22
22331	791	AFLAC	9/25/2003	Supplemental Insurance Premium-Oct 03	\$106.80
22332	792	ANTHEM LIFE	9/25/2003	23 employees - Life Insurance Premium-Oct'03	\$84.93
22333	793	CHICAGO TRIBUNE	9/25/2003	Semi-Annual Subscription-DeM. Lib. 9/22/03-3/21/04	\$114.40
22334	794	CITY OF RENSSELAER	9/25/2003	8/11-9/10/03 Utilities-Rens. Lib.	\$1,754.05
22335	795	INDIANA LIBRARY FEDERATIO	9/25/2003	ILF Reference Workshop (10/30)-Weed, Tachtiris; ILF IPLA Leadership Conf. (10/28-29)-Stringfellow, Daugherty, Jung	\$289.00
22336	796	ING	9/25/2003	Deferred Comp Withheld from 9/25/03 Payroll	\$2,188.17
0	797	INTERNAL REVENUE SERVICE	9/26/2003	EFT-FICA & Federal Taxes Withheld from 25 SEP 03 Payroll	\$7,603.26
22337	798	LA-PORTER FEDERAL CREDIT	9/25/2003	Withheld from 25 SEP 03 Payroll-Stringfellow, Jung, Davis	\$400.00
22338	799	MIDWAYNET.NET	9/25/2003	October 03 Wireless Communication -Dem-Rens.	\$172.20
22339	800	NIPSCO	9/25/2003	DeMotte Utilities-8/18-9/17/03	\$2,175.24
22340	801	ROSEMARY PERRY	9/25/2003	Pie Crust Program, 9/15/03, Rens. Lib.	\$25.00
22341	802	SPRINT	9/25/2003	Wheatfield Local Phones-Sep '03	\$139.09
22342	803	SPRINT	9/25/2003	Long Distance Carrier-Dem & Wh. Libraries (8/8-9/7/03)	\$38.75

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$140,172.89

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 01, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$140,172.89

Date this 13 day of October, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

Receipt Breakdown
September 30, 2003

F5

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS</u> <u>THIS MONTH</u>	<u>TOTAL RECEIPTS</u> <u>YEAR-TO-DATE</u>
FINES & FEES:			\$2,771.18	\$24,408.29
DeMotte	\$1,230.66	\$9,469.30		
Rensselaer	\$1,011.64	\$9,744.46		
Wheatfield	\$528.88	\$5,194.53		
PHOTOCOPIES:			\$544.90	\$5,522.73
DeMotte	\$232.80	\$2,376.95		
Rensselaer	\$232.50	\$2,297.43		
Wheatfield	\$79.60	\$848.35		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$280.45	\$6,316.10
Checking/Repurchase/Savings	\$280.45	\$6,316.10		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$0.00	\$425,564.78
Property Tax	\$0.00	\$144,132.79		
License Excise Tax	\$0.00	\$28,644.21		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$225,295.00		
Local Option/Property Tax Repl.	\$0.00	\$24,495.50		
State Distribution	\$0.00	\$2,997.28		
REFUNDS:			\$60.00	\$1,792.62
Insurance	\$0.00	\$279.00		
Rebates/Refund	\$60.00	\$903.63		
Postage	\$0.00	\$120.50		
Reimbursements,PFEEF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$46.10		
Reimbursements	\$0.00	\$85.19		
Telephone refund	\$0.00	\$0.00		
Book Purchase	\$0.00	\$7.77		
TOTAL OPERATING FUND RECEIPTS.....			\$3,656.53	\$463,658.52
PLAC FUND:			\$0.00	\$52.00
GIFT FUNDS:			\$243.08	\$5,801.86
DeMotte	\$65.58	\$1,691.60		
Rensselaer	\$95.00	\$3,403.80		
Wheatfield	\$82.50	\$706.46		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$59.82	\$638.75
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$89,931.22
Property Tax	\$0.00	\$75,021.78		
License Excise Tax	\$0.00	\$14,909.44		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$381.66	\$40,214.70
Interest Earned	\$381.66	\$3,969.71		
Property Tax	\$0.00	\$30,236.03		
License Excise Tax	\$0.00	\$6,008.96		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$61.75	\$1,195.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$4,402.84	\$601,492.30

WITHHOLDING ACCOUNT FUNDS:

FIT Tax Collected	\$4,895.25	\$46,894.93
FICA Collected	\$4,808.29	\$43,272.20
State Tax Collected	\$2,149.03	\$19,293.28
County Tax Collected	\$575.59	\$5,178.19
Deferred Comp Plan	\$4,376.34	\$39,311.28
#125 Pre-tax Plan	\$4,022.50	\$35,637.91
Life/Health Insurance	\$17.80	\$169.20
PERF	\$2,397.80	\$20,799.02
Credit Union	\$800.00	\$6,650.00

\$24,042.60

\$217,206.01

TOTAL RECEIPTS - ALL FUNDS.....**\$28,445.44****\$818,698.31**

Voucher List
Jasper County Public Library

Report Date: From 10/1/2003 To 10/14/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	804	PAYROLL	10/10/2003	PAYROLL	\$32,786.12
22343	805	ANTHEM BLUE CROSS AND B	10/10/2003	Oct. Health Ins. Premium	\$7,932.60
22344	806	INCOLSA	10/10/2003	What's New in Dewey-10/8/03;Evers & PDA Solutions- 11/11/03;Beedle, Tachtiris	\$105.00
22345	808	ING	10/10/2003	Deferred Comp Withheld from 10 OCT 03 Payroll	\$2,204.00
0	809	INTERNAL REVENUE SERVICE	10/14/2003	EFT-FICA & FED Tax Withheld from Payroll 10/10/03	\$7,068.31
22346	810	LA-PORTER FEDERAL CREDIT	10/10/2003	Withheld from Payroll 10/10/03;Jung, Stringfellow, Davis	\$400.00
22347	811	NIPSCO	10/10/2003	Utilities; Wheatfield 8/12/03-9/10/03	\$851.17
22348	812	OOMS BROS. DISPOSAL SERV	10/10/2003	Trash Service @ Dem Library;Oct, Nov, Dec '03	\$61.00
22349	813	PLATINUM PLUS FOR BUSINE	10/10/2003	Contact paper,Childrens Program supplies R & D,Fall Festival Supplies R,Books	\$702.12
22350	814	SPRINT	10/10/2003	Rens. Pay Phone Oct '03	\$51.68
22351	815	TOWN OF DEMOTTE	10/10/2003	Sewer Service Aug '03 Demotte	\$62.70
22352	816	TOWN OF WHEATFIELD SEW	10/10/2003	Sewer Service Oct '03 Wheatfield	\$41.05
22353	817	A.E. BOYCE CO., INC.	10/13/2003	2200 Payroll Checks #13001 start	\$286.53
22354	818	ACE HARDWARE	10/13/2003	Concrete Patch, Steelwool, Scraper	\$18.71
22355	819	ADVANCED IMAGING SOLUTI	10/13/2003	Transparencies	\$36.84
22356	820	ALEXANDER HAMILTON INSTI	10/13/2003	Payroll Legal Alert-2 yr Subscription	\$248.40
22357	821	AMERICAN LIB. ASSN.	10/13/2003	Get Carded Poster & Bookmarks	\$24.10
22358	822	BAKER & TAYLOR	10/13/2003	50 Read to your Bunny-Wal-Mart Literacy Grant	\$122.83
22359	823	BAKER & TAYLOR	10/13/2003	Books,Gift Books, AV Materials	\$9,977.56
22360	824	BAKER & TAYLOR ENTERTAIN	10/13/2003	AV Materials	\$135.43
22361	825	BANK ONE	10/13/2003	Registrar Fee	\$550.00
22362	826	BARNES & NOBLE	10/13/2003	Books & AV Materials	\$473.94
22363	827	BOWKER	10/13/2003	Books in Print, Subject Guide to BIP	\$1,327.64
22364	828	BRODART COMPANY	10/13/2003	Labels	\$34.80
22365	829	BROWN'S GARDEN & FLORAL	10/13/2003	Lawn Mowing July @ Rens	\$625.00
22366	830	CENTRAL STATES SALES CO	10/13/2003	8-Outdoor Bulbs (MH70)	\$197.00
22367	831	CHARLOTTE FAGEN	10/13/2003	Mileage, Gift Card Prizes, Book	\$175.84
22368	832	CHESTER TECHNOLOGIES	10/13/2003	Battery for Server	\$65.00
22369	833	CULLIGAN	10/13/2003	Water Cooler Rental & Water	\$54.50
22370	834	D & J LAWN CARE, INC.	10/13/2003	Pruning, Planted Sod, Lawn Mowing;7/3 - 9/12 Dem	\$630.00
22371	835	DARYL'S PASTRY SHOP	10/13/2003	Staff Development Day	\$7.50
22372	836	DEMCO	10/13/2003	Tape, Labels, Bk Pockets, Audio Albums, Duster, Childrens Prog. Supplies	\$600.85
0	837	DEMOTTE STATE BANK	10/13/2003	Deposit Slips-Wheatfield Library	\$7.00
22373	838	DIANA KOOY	10/13/2003	Mileage-Bank Deposits, Staff Development Day, Evaluation	\$35.28
22374	839	DIANE KROS	10/13/2003	Mileage-Storytime, Bank Deposits, Staff Development, Mngmt mtg.	\$30.24
22375	840	EVA CORPORATION	10/13/2003	Martha Stewart Kids 11/1/03 - 10/31/04;6 issues	\$12.00
22376	841	FACTS ON FILE, INC.	10/13/2003	Career Disc. Ency., Ency. Careers & Vocational Guidance	\$351.71
22377	842	FASE'S WATER TREATMENT	10/13/2003	Redout	\$143.50
22378	843	GA FOODS GROUP	10/13/2003	Library Supplies-Rens	\$12.76
22379	844	GAIL JUNG	10/13/2003	Rens. Petty Cash	\$43.87
22380	845	GAIL JUNG	10/13/2003	Mileage-Board Mtg., Mgmt	\$31.68
22381	846	GALE GROUP	10/13/2003	Book, Something About the Author	\$154.22
22382	847	HP PRODUCTS CORP.	10/13/2003	Toilet Tissue, M-Folds, Stainless Steel Cleaner	\$430.07
22383	848	HRS USA	10/13/2003	AV Materials, Software	\$2,102.59
22384	849	INCOLSA	10/13/2003	Intro to Access 2000 Wrkshp-10/15/03;Daugherty, Jung, Evers,Britannica Online,Heritagequest,Cont. Lit. Crit.	\$2,468.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22385	850	INDIANA DEPT.OF WORKFOR	10/13/2003	Workmans Comp-3rd Qtr. Payment 2003	\$300.29
22386	851	INGRAM	10/13/2003	Books	\$137.53
22387	852	INSPIRATIONAL DISTRIBUTOR	10/13/2003	Books	\$22.76
22388	853	JACKIE SAXON	10/13/2003	Fall Festival Balloons, Mileage AV Trip	\$25.15
22389	854	JASPER COUNTY HOSPITAL	10/13/2003	Dem. Lib. Water Analysis	\$15.00
22390	855	JENNIFER L. EVERS	10/13/2003	Mileage-Inventory, Mngmt, Incolsa Wrkshp & Expense	\$106.89
22391	856	JILL TACHTIRIS	10/13/2003	Book-Usborne Picture Dictionary in Spanish	\$10.00
22392	857	K.V.ELECTRIC	10/13/2003	Replace Ballast Relay-Dem	\$265.00
22393	858	KANKAKEE VALLEY READING	10/13/2003	Membership-Fagen, Kros	\$10.00
22394	859	KIRBY RISK CORPORATION	10/13/2003	Ballast for Display case lights-Rens	\$31.64
22395	860	KONE, INC.	10/13/2003	Qrt. Maint. Eleveator 10/03-12/03;Dem	\$370.80
22396	861	LANDMARK AUDIOBOOKS	10/13/2003	Audiobooks	\$184.00
22397	862	LINDA THOMPSON	10/13/2003	Mileage-Stf. Development Day	\$7.92
22398	863	LIZA J.P. WOOLEVER	10/13/2003	Fall Festival Performance 10/7/03-Rens	\$200.00
22399	864	MARK WILKINS	10/13/2003	Author Visits-10/15/03	\$75.00
22400	865	MARK WILKINS	10/13/2003	Author Visit 10/20/03-Dem	\$100.00
22401	866	OXMOOR HOUSE	10/13/2003	Weight Watchers Cookbook	\$29.91
22402	867	PATTY STRINGFELLOW	10/13/2003	Books-Best of Amish	\$40.00
22403	868	PEN PRODUCTS	10/13/2003	Desk-Tech Services	\$743.60
22404	869	PUBLIC EMPLOYEES' RETIRE	10/13/2003	3rd Quarter Payment-PERF	\$15,771.40
22405	870	QUALITY LASER TECHNOLOGI	10/13/2003	2-Toner Cartridges for Laser Printer	\$139.90
22406	871	QUILL	10/13/2003	Contact, Ink Cartridges, Scissors, Notepads, Calendars, Index cards, Constr. Paper, Pens, Pencils, Tape, Kleenex, Labels	\$721.21
22407	872	RACHAEL CAVINDER	10/13/2003	Mileage-Storytime Wrkshp 9/12/03	\$84.96
22408	873	RECORDED BOOKS, LLC	10/13/2003	Audiobooks, CD Album Binders	\$488.60
22409	874	REGENT BOOK CO., INC.	10/13/2003	Better Home & Garden Kitchen & Bath	\$12.04
22410	875	RENEE CARR	10/13/2003	Library Publicity-Telephone Expense	\$7.07
22411	876	RENS./REMINGTON CHAMBER	10/13/2003	Annual Membership Dues	\$50.00
22412	877	SANDY LAGESTEE	10/13/2003	Mileage-Stf. Development Day, Dist 2	\$78.82
22413	878	SCHOLASTIC LIBRARY PUBLIS	10/13/2003	Continuations-Countries	\$134.58
22414	879	SECURITY COURIERS CORP.	10/13/2003	Courier Service b/w Branches (8/29-9/26/03)	\$1,278.03
22415	880	SHEILA MAXWELL	10/13/2003	Mileage-Branches, Incolsa Wrkshp, Counterparts & Expense	\$227.09
22416	881	STATE AUTO INSURANCE CO	10/13/2003	Semi-Annual Building Insurance;Auto Coverage 4/16/03-04	\$14,343.00
22417	882	SUNCOAST #3009	10/13/2003	AV Materials	\$68.24
22418	883	TOM KROOSWYK PLMBG, HT	10/13/2003	Changed Compressor-Wheat	\$125.00
22419	884	TROYER GROUP, INC.	10/13/2003	Professional Architect Services to July '03	\$10,610.00
22420	885	UNIQUE MANAGEMENT SERVI	10/13/2003	Collections-Initial & Secondary Placements AUG '03	\$208.95
22421	886	VERIZON	10/13/2003	LaPorte Directory	\$24.22
22422	887	VIKING OFFICE PRODUCTS	10/13/2003	Calendars, Copy Paper, Paper Towels	\$156.29
22423	888	WAL-MART COMMUNITY BRC	10/13/2003	Stf. Dev. Day Supplies, AV Materials, Wipes, Adult & Childrens Supplies;R & D	\$1,131.10
22424	889	WESSELS & PAUTSCH, P.C.	10/13/2003	Instant Expert-Labor & Employment Law Wrkshp- 11/17/2003;Daugherty - VOIDED CHECK	\$0.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
<i>Total Amount of Claims</i>					\$122,017.13

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, October 08, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$122,017.13

Date this 13th day of October, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AGENDA

**Jasper County Public Library Board Meeting
Monday, November 10, 2003, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of October board meeting(R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)
- D. Policy review (R 11-R 14)

General Business

- A. Wheatfield Building Project update (R 24)
- B. NILBA Dinner report (R 24)
- C. 2004 Slate of Officers (R 24)
- D. 2004 Health Insurance Plan and Rates (R 15-R 16)

Action
Information
Information
Action

Director's Report (R 23-R 24)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

Jasper County Public Library Board of Trustees
Rensselaer Library

October 13, 2003
7:00 PM

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Lynn Daugherty, Gail Jung, Charlotte Fagen, Patricia Stringfellow, Diana Kooy, & Diane Kros. **Absent:** Tim Schultz Jr.,

Consent Agenda & Consent Agenda Items: On a motion by M. Crawford, seconded by A-M Egan, the minutes of the September Board Meeting, monthly bills and financial reports, salary ordinance update, and no changes to the Harassment, Public Forum, and Library Credit Card policies, were approved. Motion passed.

Wheatfield Library Schematic Design: Jeff Anglemeyer showed a slide presentation of the proposed site layout, floor plan, and elevation for the new Wheatfield Library. An alternative schematic to add a 100 sq. ft. computer study room by shifting the janitor room to the front of the building, by enclosing a small portion of the porch area, increasing the building size to 15,000 sq. ft. was included as an option. On a motion by M. Crawford, seconded by A-M Egan, the board approved the alternative schematic to include the janitor closet and second study room. Motion unanimous. On another motion M. Crawford, seconded by A-M Egan, moved to approve the schematic design, elevations, and floor plan for the 15,000-sq. ft. building staying within the financial obligations of the proposed bond. Motion was unanimous.

The board reviewed the project description supplied by Troyer. Two different types of heating systems were discussed, namely, several 'residential' type furnaces with approximately seven zones for sensors, and a heat pump system allowing for 11 zones. Pros and cons of each system were discussed with possibility of locating the furnaces overhead to save on space requirements. Troyer Group and the Building Committee will work intensely in the next couple of months to complete the Design Development phase of the project for approval at the January board meeting.

Common Construction Wage Appointment: On a motion by A-M Egan, seconded by M. Crawford, Rich Tillema and Darwin Whited, were appointed as the library's industry and taxpayer representative respectively, to the Common Construction Wage Committee. Motion was unanimous. The excerpts of these proceedings are included.

NILBA Dinner: Sue Deardorff and Lynn Daugherty will attend the NILBA Dinner hosted by the LaPorte County Public Library on Wednesday, October 22, 2003.

Meeting Room Requests: Permission for a bible study group to use the Wheatfield Library for a morning BI-weekly meeting was granted. At DeMotte a bible study group requested

weekly use of the the Meeting Room on Wednesday mornings. The board denied this request because of the frequency and length of meeting. Weekly meetings have been granted to groups such as AA, GED, Boy/Girl Scouts, 4-H, etc.

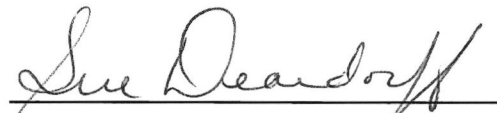
Hispanic Grant: Staff is working toward making application for a grant to aid our Hispanic population. The deadline is November 1, 2003. A-M Egan moved to authorize the Board president and Library Director to sign the grant application when completed. M. Heinig seconded the motion. Motion passed.

2004 Board Officers: The Nominating Committee (M. Crawford, A-M Egan, S. Deardorff) will present a slate of officers for 2004 at the November Meeting.

Director's Report: Rensselaer Fall Festival was a resounding success with a record crowd of 437 attendees. Statistics for proctoring and gathering teacher requested materials are now being counted in the monthly reports.

Adjournment: With no further business, the board adjourned at 8:35 PM on a motion by M. Crawford, seconded by A-M Egan.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

**EXCERPTS OF MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
JASPER COUNTY PUBLIC LIBRARY**

A meeting of the Board of Trustees of Jasper County Public Library was held at the Jasper County Public Library, Rensselaer Headquarters, 208 W. Susan Street, Rensselaer, Indiana, on October 13, 2003, at the hour of 7:00 PM, pursuant to notice duly given to all members of the Board in accordance with the rules of the Board.

The meeting was called to order by the President of the Board, and the minutes of the meeting were recorded by the Secretary of the Board.

On call of the roll the members of the Board were shown to be present or absent as follows:

Present:

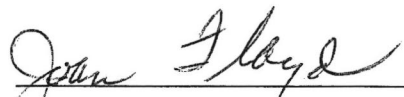
Susan Deardorff, Anne-Marie Egan, Michael Crawford, Joan Floyd,
MariAnne Sayler, Mark Heinig III

Absent:

Timothy Schultz Jr.

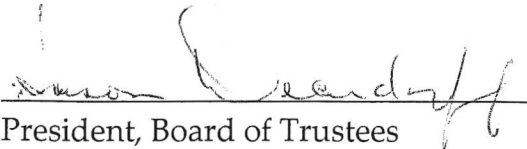
(Among other proceedings had and actions taken were the following:)

The President stated the need for the Board of Trustees to appoint its two representatives to the Common Construction Wage Committee. After discussion of the appointment, upon motion duly made and seconded, Rich Tillema was appointed as the representative to the Common Construction Wage Committee who represents industry and Darwin Whited was appointed as the representative to the Common Construction Wage Committee who is a taxpayer who pays property taxes in the library district and resides in the County.



Secretary, Board of Trustees

APPROVED:



President, Board of Trustees

October 2003

[illegible]

XX

[illegible]

7060

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

October 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	118	26	143	31	208	45	469	102
LOCAL HISTORY								
In person	4	1	12	3		0	16	5
Letters written	3	3	9	9		0	12	12
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	289	12	590	25	200	8	1079	45
Computer software used		0	84	7	12	1	96	8
VCR Use		0	1	0		0	1	0
Microforms		0	59	8		0	59	8
CD ROM/Online databases	94	8	135	11	46	4	275	23
Typewriter use		0		0		0	0	0
Other equipment used		0	11	4		0	11	4
OTHER LIBRARY SERVICES USED								
Walking book visits	3	2	25	17		0	28	19
Notarized documents	5	1	2	1	2	1	9	2
Meeting Room Use (no. of groups)		0	30	10	28	9	58	19
Study room use		0	22	2	1	0	23	2
Proctoring		0		0		0		0
Tax Forms distributed		0		0		0	0	0
Pull Requests								
INTERLIBRARY LOANS								
Requests made for:	62	16	148	37	23	6	233	58
Items rec'd for:	63	32	123	62	9	5	195	98
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7425	7411	3059	17895
Non-resident, paying	5	16	2	23
PLAC card users	1	3	0	4
Reciprocal borrowers	385	290	28	703

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	3	18	5	30	0	0	8	48
Children's Programs (0-13)	30	180	19	114	9	54	58	348
Number attending	373		554		113		1040	
YA Programs (14-17)	7	42	0	0	1	6	8	48
Number attending	153		18		8		179	
Adult Programs	4	24	3	18	4	24	11	66
Number attending	150		198		13		361	
Senior Citizen Programs	0	0	7	42	0	0	7	42
Number attending	5		81		3		89	
Total Number of Programs	44	264	34	204	14	84	92	552
Total Persons Attending	681		851		137		1669	
Total Attending Same Month Last Yr.	1020		818		142		1980	
Total Staff Hours Spent		364		429		162		956
Hours Spent Same Month last year		426		467		123		1016

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7232	73.0%	8700	70.2%	3412	78.5%	19344	72.6%
Corporate	24	0.2%	133	1.1%		0.0%	157	0.6%
Juvenile 0-11	1180	11.9%	1533	12.4%	473	10.9%	3186	12.0%
Nonresident No Fee	80	0.8%	336	2.7%	73	1.7%	489	1.8%
Nonresident Fee		0.0%	21	0.2%		0.0%	21	0.1%
Reciprocal	385	3.9%	340	2.7%	23	0.5%	748	2.8%
School		0.0%	17	0.1%		0.0%	17	0.1%
St. Joseph College		0.0%	164	1.3%		0.0%	164	0.6%
State Library Card	10	0.1%	1	0.0%	10	0.2%	21	0.1%
Staff	682	6.9%	660	5.3%	222	5.1%	1564	5.9%
YA 12-17	315	3.2%	490	4.0%	131	3.0%	936	3.5%
Total	9908		12395		4344		26647	
All items borrowed by nonresidents	475	4.8%	879	7.1%	106	2.4%	1460	5.5%

CIRCULATION BY HOLDINGS CODE
October 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	1			1
Award Winner JE (DAJE)	10		1	11
Award Winner JFIC (DAJFIC)	14	1	2	17
Award Winner JNF (DAJNF)	2			2
Award Winner JPFIC (DAJBPF)	7			7
Award Winner YAFIC (DAYAF)	6			6
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	62	6	4	72
Books on CD (DBKCD)	64	2	1	67
Books on Tape (DBKT)	100	5	4	109
Compact Disc (DCD)	292	15	4	311
DVD	525			525
Equipment (DEQP)	7			7
See librarian (DERR)				0
Express Book (DEXP)	40			40
Fiction (DFIC)	1399	50	33	1482
Genealogy (DGENE)	1			1
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	289			289
Juv. Biography (DJBIO)	74	2		76
Juv. Book on CD (DJBKCD)	3			3
Juv. Book on Tape (DJBKT)	74		2	76
Juv. Compact Disc (DJCD)	26			26
Juvenile Easy (DJE)	1193	3		1196
Juv. Easy Reader (DJER)	485	1		486
Juv. Fiction (DJFIC)	215	11	6	232
Juv. Holiday books (DJHOL)	24			24
Juv. Magazine (DJMAG)	70	1		71
Juv. Music Cassette (DJMC)	11			11
Juv. Nonfiction (DJNF)	733	17	5	755
Juv. Nonfic Text Bk (DJNFTB)	11			11
Juv. Paperback fic (DJPBF)	269	5		274
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	131		2	133
Large Print Nonfic (DLPNF)	7			7
Magazine (DMAG)	796	9	6	811
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	1118	57	22	1197
Nonfiction VHS (DNFVHS)	39	1	3	43
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	17			17
Parent Shelf Ref (DPREF)				0
Reference (DREF)	6			6
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	5			5
Software (DSWAR)	165	1	1	167
Vertical File (DVF)	21		1	22
VHS	836	4		840
YA Biography (DYAB)	4			4
YA Books on CD (DYABKCD)	6			6
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	27	1	1	29
YA Nonfiction (DYANF)	29	3		32
YA Paperback Fic (DYAPBF)	87	8	1	96
Award Winner JBIO (RAJBIO)		5		5
Award Winner JE (RAJE)		1		1
Award Winner JFIC (RAJFIC)		6		6
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		3		3
Award Winner YAFIC (RAYAF)		5		5
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	3	148	3	154
Books on CD (RBKCD)	2	64	1	67
Books on Tape (RBKT)	6	178	2	186
Compact Disc (RCD)	19	436	5	460
DVD	2	1216	3	1221
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		86		86
Fiction (RFIC)	58	1510	12	1580
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		590		590
Juv. Biography (RJBIO)	1	41		42
Juv. Book on CD (RJBKCD)				0
Juv. Book on Tape (RJBKT)		63		63
Juv. Compact Disc (RJCD)		23		23
Juvenile Easy (RJE)	8	1433	9	1450
Juv. Easy Reader (RJER)		396		396
Juv. Fiction (RJFIC)	2	391	2	395
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		17		17
Juv. Music Cassette (RJMC)		4		4
Juv. Nonfiction (RJNF)	6	889	6	901
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)		282	1	283
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	1	69	2	72
Large Print Nonfic (RLPNF)		9		9
Magazine (RMAG)		321		321
Music Cassette (RMCAS)				0
Nonfiction (RNFIC)	27	1094	15	1136

Nonfiction VHS (RNFVHS)	2	44		46
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		4		4
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		24		24
Software (RSWAR)	3	141		144
Vertical File (RVF)		1		1
VHS	8	1565	2	1575
YA Biography (RYAB)	1	10		11
YA Books on CD (RYABKCD)			1	
YA Books on Tape (RYABKT)		9		9
YA Fiction (RYAF)	8	140	1	149
YA Nonfiction (RYANF)		81	1	82
YA Paperback Fic (RYAPBF)	3	114	2	119
Award Winner JBIO (WAJBIO)				0
Award Winner JE (WAJE)			2	2
Award Winner JFIC (WAJFIC)				0
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)			1	1
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	4	4	26	34
Books on CD (WBKCD)	4	2	45	51
Books on Tape (WBKT)	1	5	51	57
Compact Disc (WCD)	22	17	225	264
DVD	3	2	320	325
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			24	24
Fiction (WFIC)	55	64	564	683
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			200	200
Juv. Biography (WJBIO)	2	1	20	23
Juv. Book on CD (WJBKCD)			1	1
Juv. Book on Tape (WJBKT)	2	3	27	32
Juv. Compact Disc (WJCD)	1		2	3
Juvenile Easy (WJE)	9		599	608
Juv. Easy Reader (WJER)	1		95	96
Juv. Fiction (WJFIC)	4	5	112	121
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			17	17
Juv. Music Cassette (WJMC)				0
Juv. Nonfiction (WJNF)	3	15	240	258
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	5	4	89	98
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	2	2	33	37
Large Print Nonfic (WLPNF)			8	8
Magazine (WMAG)	6	2	204	212
Music Cassette (WMCAS)			1	1
Nonfiction (WNFIC)	29	42	409	480
Nonfiction VHS (WNFVHS)		1	24	25
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			8	8
Software (WSWAR)	1	2	63	66
Vertical File (WVF)			5	5
VHS	4	13	515	532
YA Biography (WYAB)			3	3
YA Books on CD (WYABKCD)				0
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)		2	27	29
YA Nonfiction (WYANF)		2	39	41
YA Paperback Fic (WYAPBF)	3	5	51	59
TOTAL	9623	11809	4217	25648

CIRCULATION BY HOLDINGS CODE
October 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	1	5	0	6
Award Winner JE (AJE)	10	1	3	14
Award Winner JFIC (AJF)	14	7	2	23
Award Winner JNF (AJNF)	2	0	0	2
Award Winner JPFIC (AJPF)	7	3	1	11
Award Winner YAFIC (AYAF)	6	5	0	11
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	69	158	33	260
Books on CD (BKCD)	70	68	47	185
Books on Tape (BKT)	107	197	57	361
Compact Disc (CD)	333	468	234	1035
DVD	530	1218	323	2071
Equipment (EQP)	7	0	0	7
See librarian (ERR)	0	0	0	0
Express Book (EXP)	40	86	24	150
Fiction (FIC)	1512	1624	609	3745
Genealogy (GENE)	1	0	0	1
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	289	590	200	1079
Juv. Biography (JBIO)	77	44	20	141
Juv. Book on CD (JBCD)	3	0	1	4
Juv. Book on Tape (JBKT)	76	66	29	171
Juv. Compact Disc (JCD)	27	23	2	52
Juvenile Easy (JE)	1210	1436	608	3254
Juv. Easy Reader (JER)	486	397	95	978
Juv. Fiction (JFIC)	221	407	120	748
Juv. Holiday (JHOL)	24	0	0	24
Juv. Magazine (JMAG)	70	18	17	105
Juv. Music Cassette (JMC)	11	4	0	15
Juv. Nonfiction (JNF)	742	921	251	1914
Juv. Nonfic Text Bk (JNFT)	11	0	0	11
Juv. Paperback fic (JPBF)	274	291	90	655
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	134	71	37	242
Large Print Nonfic (LPNF)	7	9	8	24
Magazine (MAG)	802	332	210	1344
Music Cassette (MCAS)	0	0	1	1
Nonfiction (NFIC)	1174	1193	446	2813
Nonfiction VHS (NFVH)	41	46	27	114
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	17	4	0	21
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	69	123	9	201
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	1	0	0	1
Spanish Collection (SPA)	5	24	8	37
Software (SWAR)	169	144	64	377
Vertical File (VF)	27	1	6	34
VHS	848	1582	517	2947
YA Biography (YAB)	5	10	3	18
YA Books on CD (YABKCD)	6	0	1	6
YA Books on Tape (YABKT)	0	9	0	9
YA Fiction (YAF)	35	143	29	207
YA Nonfiction (YANF)	29	86	40	155
YA Paperback Fic (YAPBF)	93	127	54	274
				0
Free reads	269	576	119	964
Games/Puzzles		3	7	10
Talking books		3		3
Assignment Shelf Books				0
TOTAL	9961	12523	4352	26835

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1955	2357	789	5101
Nonfiction	1325	1507	504	3336

CHILDREN'S BOOKS

Fiction	2222	2542	919	5683
Nonfiction	874	974	271	2119
YA BOOKS				
Fiction	134	275	83	492
Nonfiction	34	96	43	173
Magazines, Adult	802	332	210	1344
Magazines, Children	70	18	17	105
Games, Toys	0	3	7	10
Sound Recordings, adult	516	745	340	1601
Sound Recordings, ch	117	93	32	242
Online databases	0	0	0	0
Software	170	144	64	378
Vertical file	27	1	6	34
VHS/DVD	1419	2846	867	5132
Equipment	7	0	0	7
Total	9672	11933	4152	25757

People Count Week: Week of October 13-18, 2003

	PERSONS ENTERING BUILDING												COPIES MADE FOR PATRONS			CD-ROM/ Internet/ OPAC Use			DIRECTIONAL QUESTIONS						REFERENCE QUESTIONS					
	MEN			WOMEN			CHILDREN/ TEENS			MATERIALS USED									PHONE			IN- PERSON			PHONE			IN-PERSON		
	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W	D	R	W			
2003 Totals	236	384	133	560	771	277	455	656	276	149	305	348	6	39	72	220	283	185	54	60	76	89	111	196	19	29	35	72	70	66
2002 Totals	277	420	95	616	957	243	512	770	164	215	197	206	13	2	64	569	319	91	121	156	66	95	171	186	30	61	40	127	122	37
2001 Totals	224	457	76	557	1028	248	512	1359	233	127	234	185	37	23	56	394	133	87	106	106	73	88	144	152	49	43	27	98	84	54
2000 Totals	188	403	73	542	974	237	394	1178	238	294	372	239	8	6	100	125	187	87	61	103	57	65	291	138	31	27	21	83	109	52
1999 Totals	294	301	74	625	690	249	578	746	230	1541	547	326	52	324	174	27	32	0	136	157	64	148	236	106	137	34	26	291	118	61
1998 Totals	217	300	102	547	640	296	506	822	206	835	294	285	140	12	149	70	33	16	82	153	94	140	206	206	100	59	31	243	107	115

Salary Ordinance 2003

Name	Classification	Present Hrly Wage	Hrs Worked	Library	Start Date	Raise Date(s)
Broholm, Daniel	Page	\$5.75	10	D	10/20/03	2/1/04

Daniel is replacing DeMotte page Matt Edgman.

We have examined and approved the changes in the salary ordinance. Dated November 10, 2004.

Timothy M. Schnell

Mike Heining

Quinn Marie Egan

MarilAnne Taylor

Susan Deardorff

Joan G. Flayor

John A. Spitz

MEMORANDUM

Materials Selection Policy, Microform Reader/Printer Policy, Indemnification Policy

Summary: Two changes are recommended in the Materials Selection Policy. No changes are recommended in the Microform or Indemnification Policies.

Discussion: The first change substitutes present wording in the first paragraph with our current mission statement. The second change is to help avoid possible complaints from patrons who interpret a “balanced” collection as one that has as many books on one side of an issue as on the other side. Our intention was to make sure we have information representing each different viewpoint, even if we have more on one viewpoint than on another. The change in terminology accomplishes this.

Vote: To accept the recommendations of the Policy Committee to make the above-mentioned changes in the Materials Selection Policy and approve the Microform Reader/Printer Policy and the Indemnification Policy as previously written.

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Materials Selection Policy

The library sets as its major goals in materials selection: **the advancement of knowledge** and the **enrichment of personal recreation** for all residents of the library's service district.

Replace first paragraph with the following: **The library sets as its major goals in materials selection: to inform, enrich and empower all residents of the library's service district.**

The phrase "library materials" as it occurs in this policy has the widest possible meaning. Included are such materials as books, magazines, videos, audio tapes and cd-roms.

Ultimate responsibility for materials selection rests with the Director, who operates within the framework of this selection policy adopted by the Library Board. Actual materials selection is done by librarians and other qualified personnel.

BUILDING THE COLLECTION

The collection, taken as a whole, will be an excellent and unbiased source of information and recreation. It will include as wide a selection as possible. Subjects and viewpoints will be covered in sufficient depth to meet anticipated and expressed needs.

Selection of materials by the Library does not mean endorsement of the contents or views expressed in those materials. The collection as a whole will be sufficiently diverse to promote no causes, to further no movements, and to endorse no viewpoints.

A. By Library

A special effort is made to adapt each collection to the community which it serves and to keep up with population growth and expanding information needs of the various communities.

1. Rensselaer Headquarters and the DeMotte Library: These libraries will provide well-rounded collections of reference and circulating materials for use by the public, including the more specialized reference and bibliographic aids for the system.
2. Wheatfield Library: The Wheatfield Library will make available materials that will satisfy the general and frequent needs of its community. Selection is not limited to materials purchased for the other libraries.
3. Specialized Collections: To more economically use library funds, each library will be responsible for providing more in depth materials and staff expertise in using those materials in certain fields. Staff in that library will then provide needed information in those fields to patrons at any library in the system.

The Rensselaer Library will be responsible for providing in depth collections and expertise in the areas of Business and Grants. The DeMotte Library will be responsible for providing in depth collections and expertise in the areas of law, biographical reference, and the humanities. The Wheatfield Library will be responsible for providing the in depth collection and expertise in the area of health.

B. By Age Group

1. Adult: Selection must be as broad in scope as the interests and needs of the community. Besides aiming at variety and depth, it must recognize a wide range of reading ability and taste.
2. Young Adult: Each library will maintain a collection for young people aged approximately 11-17. This collection is intended primarily as a bridge between children and adult collections. Some titles appear in both the adult and young adult collections or in the children's and young adult collections.
3. Children: This collection will endeavor to satisfy the informational, recreational, and cultural reading interests and needs of children from preschool to age 14.

CRITERIA FOR SELECTION

All acquisitions, whether purchased or donated, will be selected in accordance with one or more of the following criteria:

- . Critical reviews and information in professional selection aids
- . Effectiveness of style, format and content for intended audience
- . Need for breadth and balance of viewpoints and subjects within the collection (*Change to: **Need for breadth and diversity of viewpoints....***)
- . Relation to existing collection and other materials on the subject
- . Reputation and significance of author, publisher, composer and/or artist
- . Patron interest
- . Cost
- . Contemporary significance or permanent value
- . Format

The Library recognizes that many materials are controversial and that any given item may offend some patrons. The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others. Selection will not be made on the basis of any anticipated approval or disapproval, but on the merits of the work as it relates to the criteria listed.

The library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity the library will not act as judge of what materials a child is mature enough to borrow. This responsibility must remain with the parent.

LOCAL HISTORY

The Jasper County Public Library recognizes the need to collect materials pertaining to the history and past residents of Jasper County.

The Rensselaer, DeMotte and Wheatfield Libraries will collect and retain a copy of all written and photographic materials reasonably available pertaining to the specific communities within which those branches are located. These materials should include oral and written histories of community families. In most cases, the Library is not able to accept clothing and other such historical memorabilia.

The Rensselaer Library is charged with maintaining a specialized genealogy and local history collection concerning Jasper County and the State of Indiana. The DeMotte Library will collect and retain a copy of all materials reasonably available pertaining to the history of the Kankakee Valley area.

GIFTS

Gifts are accepted subject to the following limitations:

1. The Library retains the right to accept or reject any gift.
2. The Library retains the unconditional ownership of the gift.
3. The Library makes the final decision on its use or other disposition of the gift.
4. The Library reserves the right to decide the conditions of display, housing and access to the materials.

COMPLAINTS

Complaints concerning specific materials in the collection should be discussed with the appropriate department or Agency Librarian, and/or Director. If a satisfactory resolution is not reached, the patron may make a written complaint which will be reviewed by a staff committee appointed by the Director. The patron will be notified when the committee has made a determination.

If requested, the decision of the committee may be referred to the Library Board who will determine if Library policy has been followed.

COLLECTION MAINTENANCE

Except in the area of local history, JCPL is not a library of historical record. Therefore, to ensure a vital and useful collection, materials no longer useful to the library system will be disposed of according to good library practice.

USE OF LIBRARY MATERIALS

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

LIBRARY BILL OF RIGHTS

The Library Bill of Rights, which follows, is as precise and concise a statement of our beliefs as can be found. We have adopted it as a part of our overall selection policy.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended 2/61, 6/67, and 1/80 by the ALA Council
Policy revised 11/96, 11/99; 11/01; draft 11/03

MEMORANDUM

Health Insurance 2004

Summary: We have received our new rates—and choices—for health insurance for 2004. The news is good. Our rates went down. Anthem has given us options. We can choose one of 4 packages. Within each package are two plans. We must choose one package. Then, within the package, we can choose to offer the basic plan only, or offer the basic plan and allow each employee to decide whether to upgrade her coverage to the better plan at her own expense. The cost of the plans and benefits are listed below. Monday night, I plan to recommend to the board the plan desired by staff. Since we just received the rates, I will need the rest of this week to get their input.

Discussion: Gail and I have examined the plans. We recommend eliminating packages one and two from consideration. Both of them retain the \$1000 deductible which we had to adopt last year to stay within our budget. The Library can adopt a plan with a \$500 deductible and still pay considerably less per person than we are paying this year.

The plans listed below include dental insurance, and vision insurance. Life insurance is not included in the rates given. For the library it is only a *total* of \$1000 more per year for all 24 employees covered. For staff it is next to nothing.

The vision insurance is better than previous years. Our present vision plan costs \$8.63 per month, divided between employer and employee. The new plan will cost a total of \$6.96 per employee per month. With the new plan, when using a VSP Provider: \$5 copay for annual exam, \$10 copay for lenses once per yr and frames once per 2 yrs. It includes \$10 copay on medically-necessary contact lenses, and up to \$105 for elective contact lenses. It reimburses partially for non-VSP providers.

A lesser plan which we do not recommend is the Exam Plus plan. It costs \$.66 per month per employee and provides only an annual exam and a 20% discount on frames and lenses purchased from VSP doctors, with a 15% discount for contact lens VSP doctors' services, but not for the contact lenses.

Currently the monthly cost of health, dental and vision insurance, per employee, is \$367.07, with the employee paying \$73.42 and the library paying \$293.65. We have 15 employees on our insurance. We pay 80% for 13 of them who work more than 34 hrs per week and 50% for two who work between 30 and 34 hours per week.

Package 3:

Basic Plan has \$500 deductible, a \$20 office visit charge, \$1000 out-of-pocket maximum, 20% in-network co-pay. Per employee monthly cost: \$355.87, with employee paying \$71.17 of that, library paying \$284.70.

Upgraded plan: \$250 deductible, \$10 office visit, \$750 out-of-pocket, 10% co-pay. Monthly Cost: \$396.95, with employee paying \$112.25, library paying \$284.70.

Package 4:

Basic Plan has \$500 deductible, \$25 office visit, \$3000 out-of-pocket maximum, and 20% co-pay in-network. Total monthly cost \$352.50, with employee paying \$70.49 of that, library paying \$282.01.

Upgraded plan: \$250 deductible, \$15 office visit, \$1500 out-of-pocket maximum, 10% in-network co-pay. Total monthly cost \$383.44, with employee paying \$101.43 of that, library paying \$282.01.

Vote: To elect the Full Service Vision Plan and to elect to renew our Indiana Library Federation/Anthem Blue Cross and Blue Shield group insurance plan, effective January 1, 2004 using Package Option __, which includes Strings __ and __.

(Package 3= String 4 and 12; Package 4= String 3 and 9)

For Office Use Only	Project Number _____	Date Received _____
Type of Library _____	Public _____	

APPLICATION FOR FY 2004 LSTA MINI-GRANT

Application Due: November 1, 2003**Public Library Services to the Hispanic/Latino Community**

Project Name	Hispanic Literacy of Jasper County		
Name of Applicant	Jasper County Public Library		
Address	208 West Susan Street		
City	Rensselaer	State	IN Zip Code 47978
County	Jasper	Congressional District	1
Population Served by the library	27,947	Number of Branches	3
Director's Name	Lynn Daugherty		
Project Director's Name (if different)	Kathryn Weed & Rachael Cavinder		
Telephone Number	219-866-5881	Fax Number	219-866-7378
Web Address	www.jasperco.lib.in.us	E-Mail Address	pstringfellow@jasperco.lib.in.us
LSTA Technology Plan "Need" Number	3	LSTA Program Number	5
(See http://www.statelib.lib.in.us/isl/ldo/lsta/lstaplan2003.html)			
LSTA Funds Requested	\$6750	Check here if Statewide Project	_____
Targeted User Group (Check all that apply)			
☒ Children	☒ Youth	☒ Adults	☒ Older Adults _____ Other, Specify _____
Estimated Number of Persons to be served by the project 710			
Evaluation Type (Circle One or Both)	<u>Outcome Based</u>	XXX	<u>Output</u> XXX
Both types of evaluation may be applied to a single project.			

Project Summary/Program Purpose

From 1990 to 2000 there was a 128.2% documented increase in the Hispanic population for our library service area. We have added some Spanish language materials to our collection to meet the needs of this new population growth, however, we do not feel that our current collection is large enough or well utilized. Our goals are to increase the size of our Spanish language collection and promote knowledge of the collection and use of the materials.

Our Hispanic population will benefit from having access to a broad collection of library materials. Our library staff and volunteers will gain a better understanding of the Spanish language and culture by increased interaction with Spanish speaking individuals.

As a result of this project our Hispanic patrons will be more aware of our library services, will have easier access to library materials, and will feel more comfortable using our libraries once library publications and library signage have been translated into Spanish.

Activities

Purchase Spanish language materials with input from agency partners and the Hispanic community to increase our current collection.

Develop a home delivery service specifically for Hispanic patrons to encourage use of library materials.

A satellite collection of Spanish language materials will be placed in a Spanish outreach community center to provide easy access to library materials.

Our staff literacy committee, which is comprised of a librarian and three library assistants, will carry out the aforementioned activities.

Create informational brochures in Spanish for distribution to schools, area agencies, businesses, and/or employers of Hispanic residents to promote knowledge and use of the library and its materials and services. **These brochures will be translated by a Spanish speaking individual in our community under the supervision of our reference librarian.**

Add library signage in Spanish to promote more independent use of our library. **Branch managers at each of our libraries will be responsible for these purchases.**

To improve communication and promote an understanding of the Hispanic culture, library staff will receive cultural awareness training. **Our literacy committee will locate a suitable trainer.**

Needs Assessment

From 1990 to 2000 there was a 128.2% documented increase in Hispanic population for our library service area. With this increase in population comes a need for a larger collection of Spanish language materials and a greater need for the Hispanic population to be aware of and have access to this collection.

According to census information, in 1990 317 Hispanic families resided in our library service area, which was 1.3% of the population. In 2000 733 Hispanic families resided in our library service area, which was 2.4% of the population. This results in an increase of 128.2% for our library service area.

Indiana statistics from March 2001 indicate that between 1990 and 2000 DeMotte, Indiana had a 33.3% increase in their Hispanic population. Rensselaer, Indiana experienced an 86.1% increase, and Wheatfield, Indiana experienced a 216.7% increase. These communities make up the Jasper County Public Library service area.

Presently nine large dairy farms operate in Jasper County and in Newton County on the border between the two counties. Three more large dairy farms will be operational by March 2005. Each farm hires approximately thirty workers, 80% of which are Hispanic. Other area agricultural employers are also hiring Hispanics. Most of these workers reside in Jasper County in our library service area.

Cultural awareness training for staff, library signage, home delivery, and the formation of a satellite collection are new endeavors.

Translation and distribution of library publications in Spanish and collection development in the area of Spanish materials are ongoing.

Evaluation

Circulation statistics will be maintained for all Spanish language materials. Statistics will indicate usage.

Informal statistics will be maintained concerning the number of library cards issued to Hispanic patrons.

As a result of this project our Hispanic patrons will be more aware of our library services, will have easier access to library materials, and will feel more comfortable using our libraries once library literature and library signage have been translated into Spanish.

Marketing/Communication Plan

Distribute informational brochures in Spanish to schools, churches, local businesses, and area agencies. These brochures will also be inserted into pay check envelopes at the Fair Oaks Dairy Farm and other dairy farms if they will be allowed to do so.

In cooperation with Healthy Families (a local social service agency) a copy of Read to Your Bunny, by Rosemary Wells has been purchased and will be distributed to their Hispanic clients with an inserted coupon good for another free book which they will receive when they visit our library. Grant funds will be used to purchase this second free book at a total cost of approximately \$125.

Time Frame

By April 1, 2004 a satellite collection of Spanish language materials will be placed in a Spanish outreach community center.

By April 30, 2003 we will contact social service agencies who have agreed to help us with home delivery of materials to get this service underway.

By June 1, 2004 library signage in Spanish will be installed in our libraries.

By June 1, 2004 home delivery of materials will begin.

LSTA OUTCOMES PLAN

Project Name: Hispanic Jasper County

Library: Jasper County Public Library

Project Summary / Program Purpose: Inform Hispanic residents of library services and materials.

				EVALUATION	
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS	SOURCES / METHODS
Partners: Social Service Agencies Local Churches Local Businesses Local School Systems Library Staff Volunteers Library Materials: Books Periodicals Non Print Materials Library Furniture Library Equipment Grant Funding	Translate library informational brochures. Purchase library signage in Spanish. Develop strategies for access to library materials and services. Purchase items for collection, including suggestions from agency partners and Hispanic community. Train library staff in cultural awareness.	Distribute translated library informational brochures to schools, social service agencies, churches, businesses, and employers of Hispanic residents. Place a satellite collection of library materials in a Spanish outreach community center. Develop a home delivery service for Hispanic patrons.	Spanish speaking patrons become aware of library services. Spanish speaking patrons gain access to library materials by visiting our libraries, by visiting the outreach community center, and through home delivery. Library staff will have a better understanding of the Hispanic culture and communication between staff and Hispanic patrons will be improved.	Informal statistics on number of library cards issued to Hispanic patrons Circulation statistics will be maintained for all Spanish language materials. Statistics will indicate usage via library visits, home delivery, and visits to the outreach community center.	Number of library cards issued to Hispanic patrons. Total number of Spanish language materials circulated.

Institution Name Jasper County Public Library

City/Town Rensselaer Indiana

PROJECT BUDGET	LSTA FUNDS	Local Funds
1. Personal Services		
Salaries and Wages	\$350	\$2,200
Employee Benefits		
Mileage	\$300	
Total Personal Services	\$650	\$2,200
2. Supplies		
Office Supplies		
Other Supplies (list)		
Total Supplies		
3. Other Services and Charges		
Professional Services	\$500	
Comm. & Transportation		
Telephone		
Telecommunications Monthly Fee		
Freight & Express		
Printing & Advertising		
Advertising		
Printing, other than Office Supplies		
Repairs & Maintenance-Equip.		
Rentals-Equipment		
Other (list)		
Total Other Services and Charges	\$500	
4. Capital Outlays		
Furniture and Equipment	\$2,000	\$2,000
Other Capital Outlays		
Books	\$3,000	\$2,200
Periodicals & Newspapers	\$100	
Nonprint Materials (AV)	\$500	
Software		
Total Capital Outlays	\$5,600	\$4,200
TOTAL	\$6,750	\$6,400
Include a separate budget narrative.		

R22

By June 30, 2004 informational brochures in Spanish will be ready for distribution.

Cultural awareness training will be held in conjunction with staff development day by October 31, 2004.

Purchase of Spanish language materials will be accelerated upon receipt of grant funds.

Budget

We are requesting a total of \$6750 from LSTA funds. These funds will be used in the following manner.

In the area of Personnel Services we are requesting \$650. \$350 will be used for salaries and wages to cover the salary of a home delivery specialist. \$300 will be used to pay mileage to this specialist.

In the area of Other Services and Charges we are requesting \$500 for professional services. This money will be used to fund a speaker for cultural awareness staff training and to hire a translator to help with informational brochure translations.

In the area of Capital Outlays we are requesting \$5600. \$2000 will be used to purchase shelving for our collection. \$3000 will be used to purchase adult and children's Spanish language books. \$100 will be used to purchase periodicals and newspapers. \$500 will be used to purchase nonprint materials such as DVDs and audio tapes.

Signature Moh A. Heining Date 10-30-03
Public Library Board President
Vice -

Signature Symon C. Daugherty Date 10-30-03
Public Library Director

JCPL FINANCIAL STATEMENT

October 31, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$132,720.56	\$1,269,461.39	\$30,051.61	\$493,710.13	(\$12,674.23)
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$52.00	\$26.00	\$78.00	\$26.00
Gift Fund	\$2,082.31	\$214.05	\$5,189.14	\$381.00	\$6,182.86	\$3,076.03
DeMotte	\$521.64	\$22.38	\$1,793.33	\$26.00	\$1,717.60	\$445.91
Rensselaer	\$1,450.63	\$176.60	\$2,737.26	\$95.00	\$3,498.80	\$2,212.17
Wheatfield	\$110.04	\$15.07	\$658.55	\$260.00	\$966.46	\$417.95
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$57.93	\$696.68	\$94,034.39
Bond & Interest Redemption Fund	\$60,181.32	\$550.00	\$51,410.00	\$13,938.24	\$103,869.46	\$112,640.78
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$10,610.00	\$50,637.58	\$5,987.38	\$46,202.08	\$376,675.49
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,195.25	\$0.00	\$1,195.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,709.90	\$51,604.83	\$4,709.90	\$51,604.83	\$0.00
FICA Tax Collected	\$0.00	\$4,713.34	\$47,985.54	\$4,713.34	\$47,985.54	\$0.00
State Tax Collected	\$1,928.96	\$2,149.03	\$21,222.24	\$2,089.31	\$21,382.59	\$2,089.31
County Tax Collected	\$535.57	\$575.59	\$5,713.76	\$562.44	\$5,740.63	\$562.44
Deferred Comp.	\$0.00	\$4,408.00	\$43,719.28	\$4,408.00	\$43,719.28	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.49	\$39,660.34	\$4,022.50	\$39,660.41	\$0.07
Employee Health/Life Insur.	\$0.00	\$17.80	\$187.00	\$17.80	\$187.00	\$0.00
Employee P.E.R.F.	\$6,593.63	\$7,291.56	\$27,392.65	\$2,432.96	\$23,231.98	\$2,432.96
Credit Union	\$0.00	\$800.00	\$7,450.00	\$800.00	\$7,450.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$172,782.32	\$1,622,881.00	\$74,198.41	\$892,896.72	\$579,073.24

Bank Balances**Jasper County Public Library****Report as of: 10/31/2003**

<i>Bank</i>		
1	Peoples State Bank	\$476,195.54
2	Demotte State Bank	\$8,633.31
3	Lafayette Bank & Trust-LIRF	\$94,034.39
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
Total all banks =		\$579,073.24

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for**100 OPERATING FUND****Jasper County Public Library****Report Date: From 10/1/2003 To 10/31/2003**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$41,881.79	\$8,454.21	83.2
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$58,705.81	\$590,502.50	\$129,846.50	82.0
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$2,732.77	\$34,526.23	\$11,913.77	74.3
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,713.34	\$47,985.54	\$12,046.46	79.9
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$300.29	\$3,433.93	(\$2,083.93)	254.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$8,479.84	\$35,118.15	(\$463.15)	101.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,084.04	\$40,241.95	\$5,827.05	87.4
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$218.87	\$181.13	54.7
Subtotal	\$959,631.00		\$959,631.00	\$83,210.77	\$793,908.96	\$165,722.04	82.7
2. Supplies							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$286.53	\$828.46	(\$78.46)	110.5
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$712.54	\$7,099.74	\$1,300.26	84.5
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$725.71	\$3,953.55	\$46.45	98.8
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$357.00	\$3,262.65	\$237.35	93.2
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$19.09	\$769.90	\$430.10	64.2
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$31.64	\$90.98	\$309.02	22.7
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$1,561.78	\$9,421.30	\$3,213.89	74.6
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$60.00	\$139.76	\$10.24	93.2
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$3,754.29	\$25,975.15	\$5,510.04	82.5
3. Other Services and Charge							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$390.00	\$4,400.79	\$1,599.21	73.3
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$232.90	\$4,586.78	\$2,413.22	65.5
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$18.23	\$4,060.67	\$1,059.53	79.3
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$722.50	\$5,370.50	\$1,629.50	76.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$60.00	\$8,060.00	\$221.38	\$5,787.86	\$2,272.14	71.8
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$170.17	\$1,378.39	\$2,121.61	39.4
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$0.00	\$4,372.18	\$7,477.82	36.9
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,383.59	\$416.41	76.9
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$547.40	\$2.60	99.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$255.00	(\$55.00)	127.5
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$14,343.00	\$38,434.25	(\$2,959.25)	108.3
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$1,352.95	\$19,792.00	\$7,208.00	73.3
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$4,424.05	\$34,932.08	\$8,067.92	81.2
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$104.40	\$804.40	\$195.60	80.4
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$249.35	\$2,154.00	\$246.00	89.8
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$1,645.00	\$29,038.95	\$26,986.05	51.8
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$65.00	\$415.41	\$1,584.59	20.8
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$197.50	\$52.50	79.0
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$60.00	\$1,784.55	(\$49.55)	102.9
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$0.00	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$71.80	\$78.20	47.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,857.78	\$42,435.66	\$10,278.34	80.5
Subtotal	\$455,969.00	(\$68,819.80)	\$387,149.20	\$25,866.66	\$202,671.07	\$184,478.13	52.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$69,126.44	(\$126.44)	100.2
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$743.60	\$10,913.25	\$4,052.47	72.9
4.51 BOOKS	\$131,945.00	\$767.82	\$132,712.82	\$12,468.10	\$99,311.88	\$33,400.94	74.8
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$260.40	\$18,563.10	\$3,436.90	84.4
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$6,416.74	\$48,991.54	\$13,208.46	78.8
Subtotal	\$227,434.00	\$73,444.54	\$300,878.54	\$19,888.84	\$246,906.21	\$53,972.33	82.1
Grand Total	\$1,674,434.00	\$4,709.93	\$1,679,143.93	\$132,720.56	\$1,269,461.39	\$409,682.54	75.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List**Jasper County Public Library****Report Date: From 10/1/2003 To 10/31/2003**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	804	PAYROLL	10/10/2003	PAYROLL	\$32,786.12
22343	805	ANTHEM BLUE CROSS AND B	10/10/2003	Oct. Health Ins. Premium	\$7,932.60
22344	806	INCOLSA	10/10/2003	What's New in Dewey-10/8/03;Evers & PDA Solutions-11/11/03;Beedle, Tachtiris	\$105.00
0	807	INDIANA DEPARTMENT OF RE	10/20/2003	State & Local Tax Withheld Sep '03	\$2,724.62
22345	808	ING	10/10/2003	Deferred Comp Withheld from 10 OCT 03 Payroll	\$2,204.00
0	809	INTERNAL REVENUE SERVICE	10/14/2003	EFT-FICA & FED Tax Withheld from Payroll 10/10/03	\$7,068.31
22346	810	LA-PORTER FEDERAL CREDIT	10/10/2003	Withheld from Payroll 10/10/03;Jung, Stringfellow, Davis	\$400.00
22347	811	NIPSCO	10/10/2003	Utilities; Wheatfield 8/12/03-9/10/03	\$851.17
22348	812	OOMS BROS. DISPOSAL SERV	10/10/2003	Trash Service @ Dem Library;Oct, Nov, Dec '03	\$61.00
22349	813	PLATINUM PLUS FOR BUSINE	10/10/2003	Contact paper,Childrens Program supplies R & D,Fall Festival Supplies R,Books	\$702.12
22350	814	SPRINT	10/10/2003	Rens. Pay Phone Oct '03	\$51.68
22351	815	TOWN OF DEMOTTE	10/10/2003	Sewer Service Aug '03 Demotte	\$62.70
22352	816	TOWN OF WHEATFIELD SEW	10/10/2003	Sewer Service Oct '03 Wheatfield	\$41.05
22353	817	A.E. BOYCE CO., INC.	10/13/2003	2200 Payroll Checks #13001start	\$286.53
22354	818	ACE HARDWARE	10/13/2003	Concrete Patch, Steelwool, Scraper	\$18.71
22355	819	ADVANCED IMAGING SOLUTI	10/13/2003	Transparencies	\$36.84
22356	820	ALEXANDER HAMILTON INSTI	10/13/2003	Payroll Legal Alert-2 yr Subscription	\$248.40
22357	821	AMERICAN LIB. ASSN.	10/13/2003	Get Carded Poster & Bookmarks	\$24.10
22358	822	BAKER & TAYLOR	10/13/2003	50 Read to your Bunny-Wal-Mart Literacy Grant	\$122.83
22359	823	BAKER & TAYLOR	10/13/2003	Books, Gift Books, AV Materials	\$9,977.56
22360	824	BAKER & TAYLOR ENTERTAIN	10/13/2003	AV Materials	\$135.43
22361	825	BANK ONE	10/13/2003	Registrar Fee	\$550.00
22362	826	BARNES & NOBLE	10/13/2003	Books & AV Materials	\$473.94
22363	827	BOWKER	10/13/2003	Books in Print, Subject Guide to BIP	\$1,327.64
22364	828	BRODART COMPANY	10/13/2003	Labels	\$34.80
22365	829	BROWN'S GARDEN & FLORAL	10/13/2003	Lawn Mowing July @ Rens	\$625.00
22366	830	CENTRAL STATES SALES CO	10/13/2003	8-Outdoor Bulbs (MH70)	\$197.00
22367	831	CHARLOTTE FAGEN	10/13/2003	Mileage, Gift Card Prizes, Book	\$175.84
22368	832	CHESTER TECHNOLOGIES	10/13/2003	Battery for Server	\$65.00
22369	833	CULLIGAN	10/13/2003	Water Cooler Rental & Water	\$54.50
22370	834	D & J LAWN CARE, INC.	10/13/2003	Pruning, Planted Sod, Lawn Mowing;7/3 - 9/12 Dem	\$630.00
22371	835	DARYL'S PASTRY SHOP	10/13/2003	Staff Development Day	\$7.50
22372	836	DEMCO	10/13/2003	Tape, Labels, Bk Pockets, Audio Albums, Duster, Childrens Prog. Supplies	\$600.85
0	837	DEMOTTE STATE BANK	10/13/2003	Deposit Slips-Wheatfield Library	\$7.00
22373	838	DIANA KOOS	10/13/2003	Mileage-Bank Deposits, Staff Development Day, Evaluation	\$35.28
22374	839	DIANE KROS	10/13/2003	Mileage-Storytime, Bank Deposits, Staff Development, Mngmt mtg.	\$30.24
22375	840	EVA CORPORATION	10/13/2003	Martha Stewart Kids 11/1/03 - 10/31/04;6 issues	\$12.00
22376	841	FACTS ON FILE, INC.	10/13/2003	Career Disc. Ency., Ency. Careers & Vocational Guidance	\$351.71
22377	842	FASE'S WATER TREATMENT	10/13/2003	Redout	\$143.50
22378	843	GA FOODS GROUP	10/13/2003	Library Supplies-Rens	\$12.76
22379	844	GAIL JUNG	10/13/2003	Rens. Petty Cash	\$43.87
22380	845	GAIL JUNG	10/13/2003	Mileage-Board Mtg., Mgmt	\$31.68
22381	846	GALE GROUP	10/13/2003	Book, Something About the Author	\$154.22
22382	847	HP PRODUCTS CORP.	10/13/2003	Toilet Tissue, M-Folds, Stainless Steel Cleaner	\$430.07
22383	848	HRS USA	10/13/2003	AV Materials, Software	\$2,102.59

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22384	849	INCOLSA	10/13/2003	Intro to Access 2000 Wrkshp-10/15/03;Daugherty, Jung, Evers,Britannica Online,Heritagequest,Cont. Lit. Crit.	\$2,468.00
22385	850	INDIANA DEPT.OF WORKFOR	10/13/2003	Workmans Comp-3rd Qtr. Payment 2003	\$300.29
22386	851	INGRAM	10/13/2003	Books	\$137.53
22387	852	INSPIRATIONAL DISTRIBUTOR	10/13/2003	Books	\$22.76
22388	853	JACKIE SAXON	10/13/2003	Fall Festival Balloons, Mileage AV Trip	\$25.15
22389	854	JASPER COUNTY HOSPITAL	10/13/2003	Dem. Lib. Water Analysis	\$15.00
22390	855	JENNIFER L. EVERS	10/13/2003	Mileage-Inventory, Mngmt, Incolsa Wrkshp & Expense	\$106.89
22391	856	JILL TACHTIRIS	10/13/2003	Book-Usborne Picture Dictionary in Spanish	\$10.00
22392	857	K.V.ELECTRIC	10/13/2003	Replace Ballast Relay-Dem	\$265.00
22393	858	KANKAKEE VALLEY READING	10/13/2003	Membership-Fagen, Kros	\$10.00
22394	859	KIRBY RISK CORPORATION	10/13/2003	Ballast for Display case lights-Rens	\$31.64
22395	860	KONE, INC.	10/13/2003	Qrt. Maint. Eleveator 10/03-12/03;Dem	\$370.80
22396	861	LANDMARK AUDIOBOOKS	10/13/2003	Audiobooks	\$184.00
22397	862	LINDA THOMPSON	10/13/2003	Mileage-Stf. Development Day	\$7.92
22398	863	LIZA J.P. WOOLEVER	10/13/2003	Fall Festival Performance 10/7/03-Rens	\$200.00
22399	864	MARK WILKINS	10/13/2003	Author Visits-10/15/03	\$75.00
22400	865	MARK WILKINS	10/13/2003	Author Visit 10/20/03-Dem	\$100.00
22401	866	OXMOOR HOUSE	10/13/2003	Weight Watchers Cookbook	\$29.91
22402	867	PATTY STRINGFELLOW	10/13/2003	Books-Best of Amish	\$40.00
22403	868	PEN PRODUCTS	10/13/2003	Desk-Tech Services	\$743.60
22404	869	PUBLIC EMPLOYEES' RETIRE	10/13/2003	3rd Quarter Payment-PERF	\$15,771.40
22405	870	QUALITY LASER TECHNOLOGI	10/13/2003	2-Toner Cartridges for Laser Printer	\$139.90
22406	871	QUILL	10/13/2003	Contact, Ink Cartridges, Scissors, Notepads, Calendars, Index cards, Constr. Paper, Pens, Pencils, Tape, Kleenex, Labels	\$721.21
22407	872	RACHAEL CAVINDER	10/13/2003	Mileage-Storytime Wrkshp 9/12/03	\$84.96
22408	873	RECORDED BOOKS, LLC	10/13/2003	Audiobooks, CD Album Binders	\$488.60
22409	874	REGENT BOOK CO., INC.	10/13/2003	Better Home & Garden Kitchen & Bath	\$12.04
22410	875	RENEE CARR	10/13/2003	Library Publicity-Telephone Expense	\$7.07
22411	876	RENS./REMINGTON CHAMBER	10/13/2003	Annual Membership Dues	\$50.00
22412	877	SANDY LAGESTEE	10/13/2003	Mileage-Stf. Development Day, Dist 2	\$78.82
22413	878	SCHOLASTIC LIBRARY PUBLIS	10/13/2003	Continuations-Countries	\$134.58
22414	879	SECURITY COURIERS CORP.	10/13/2003	Courier Service b/w Branches (8/29-9/26/03)	\$1,278.03
22415	880	SHEILA MAXWELL	10/13/2003	Mileage-Branches, Incolsa Wrkshp, Counterparts & Expense	\$227.09
22416	881	STATE AUTO INSURANCE CO	10/13/2003	Semi-Annual Building Insurance;Auto Coverage 4/16/03-04	\$14,343.00
22417	882	SUNCOAST #3009	10/13/2003	AV Materials	\$68.24
22418	883	TOM KROOSWYK PLMBG, HT	10/13/2003	Changed Compressor-Wheat	\$125.00
22419	884	TROYER GROUP, INC.	10/13/2003	Professional Architect Services to July '03	\$10,610.00
22420	885	UNIQUE MANAGEMENT SERVI	10/13/2003	Collections-Initial & Secondary Placements AUG '03	\$208.95
22421	886	VERIZON	10/13/2003	LaPorte Directory	\$24.22
22422	887	VIKING OFFICE PRODUCTS	10/13/2003	Calendars, Copy Paper, Paper Towels	\$156.29
22423	888	WAL-MART COMMUNITY BRC	10/13/2003	Stf. Dev. Day Supplies, AV Materials, Wipes, Adult & Childrens Supplies;R & D	\$1,131.10
0	891	PAYROLL	10/25/2003	PAYROLL	\$32,847.14
22425	892	AFLAC	10/24/2003	Supplemental Insurance Premium-Nov 03	\$106.80
22426	893	ANTHEM LIFE	10/24/2003	Nov.03 Premium-Life Ins.-23 employees	\$84.93
22427	894	CITY OF RENSSELAER	10/24/2003	Rensselaer Utilities-9/10-10/09/03	\$1,996.79
22428	895	INCOLSA	10/24/2003	Content dm Software Workshop-Weed, 11/6/03	\$40.00
22429	896	INDIANA ONLINE USERS GRO	10/24/2003	IOLUG Fall Program-Let's Get Digital, 11/14/03, WEED	\$45.00
22430	897	ING	10/24/2003	Deferred Comp Plan, Withheld from 24 OCT 03 Payroll-	\$2,204.00
22431	898	LA-PORTER FEDERAL CREDIT	10/24/2003	Withheld from 24 OCT 03 Payroll-Jung, Davis, Stringfellow	\$400.00
22432	899	NIPSCO	10/24/2003	Utilities-Wh. Lib., 9/10-10/10/03	\$740.36
22433	900	SPRINT	10/24/2003	Local Phones Wh. Lib-Oct 03	\$138.97

Printed on Friday, October 31, 2003

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22434	901	SPRINT	10/24/2003	Long Distance Service-Wh. & DeM. Lib, 9/8-10/7/03	\$35.18
0	902	INTERNAL REVENUE SERVICE	10/26/2003	EFT-Federal & FICA Tax Withheld 24 OCT 03 Payroll	\$7,068.27
22435	903	NIPSCO	10/24/2003	DeMotte Utilities, 9/17-10/17/03	\$2,333.13
Total Amount of Claims					\$172,782.32

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, October 31, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$172,782.32

Date this 10th day of November, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

October 31, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,491.44	\$26,899.73
DeMotte	\$936.70	\$10,406.00		
Rensselaer	\$1,177.35	\$10,921.81		
Wheatfield	\$377.39	\$5,571.92		
PHOTOCOPIES:			\$525.16	\$6,047.89
DeMotte	\$241.65	\$2,618.60		
Rensselaer	\$237.21	\$2,534.64		
Wheatfield	\$46.30	\$894.65		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$256.74	\$6,572.84
Checking/Repurchase/Savings	\$256.74	\$6,572.84		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$26,778.27	\$452,343.05
Property Tax	\$26,778.27	\$170,911.06		
License Excise Tax	\$0.00	\$28,644.21		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$0.00	\$225,295.00		
Local Option/Property Tax Repl.	\$0.00	\$24,495.50		
State Distribution	\$0.00	\$2,997.28		
REFUNDS:			\$0.00	\$1,792.62
Insurance	\$0.00	\$279.00		
Rebates/Refund	\$0.00	\$903.63		
Postage	\$0.00	\$120.50		
Reimbursements,PFEFF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$46.10		
Reimbursements	\$0.00	\$85.19		
Telephone refund	\$0.00	\$0.00		
Book Purchase	\$0.00	\$7.77		
TOTAL OPERATING FUND RECEIPTS.....			\$30,051.61	\$493,710.13
PLAC FUND:			\$26.00	\$78.00
GIFT FUNDS:			\$381.00	\$6,182.86
DeMotte	\$26.00	\$1,717.60		
Rensselaer	\$95.00	\$3,498.80		
Wheatfield	\$260.00	\$966.46		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$57.93	\$696.68
BOND & INTEREST REDEMPTION FUND:			\$13,938.24	\$103,869.46
Property Tax	\$13,938.24	\$88,960.02		
License Excise Tax	\$0.00	\$14,909.44		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$5,987.38	\$46,202.08
Interest Earned	\$369.82	\$4,339.53		
Property Tax	\$5,617.56	\$35,853.59		
License Excise Tax	\$0.00	\$6,008.96		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
HOST/HOSPITALITY FUND:			\$0.00	\$1,195.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$50,442.16	\$651,934.46

WITHHOLDING ACCOUNT FUNDS:

			\$23,756.25	\$240,962.26
FIT Tax Collected	\$4,709.90	\$51,604.83		
FICA Collected	\$4,713.34	\$47,985.54		
State Tax Collected	\$2,089.31	\$21,382.59		
County Tax Collected	\$562.44	\$5,740.63		
Deferred Comp Plan	\$4,408.00	\$43,719.28		
#125 Pre-tax Plan	\$4,022.50	\$39,660.41		
Life/Health Insurance	\$17.80	\$187.00		
PERF	\$2,432.96	\$23,231.98		
Credit Union	\$800.00	\$7,450.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$74,198.41	\$892,896.72

Voucher List

Jasper County Public Library

Report Date: From 11/1/2003 To 11/12/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22436	904	ACE HARDWARE	11/10/2003	Hardware, roof brush, keys, cleaning solution- DeM. Lib.	\$23.82
22437	905	BAKER & TAYLOR	11/10/2003	Books, Continuations, AV	\$7,543.97
22438	906	BAKER & TAYLOR ENTERTAIN	11/10/2003	Videos	\$28.62
22439	907	BBC AUDIOBOOKS AMERICA	11/10/2003	Audiobook	\$62.57
22440	908	BROWN'S GARDEN & FLORAL	11/10/2003	Aug/Sep Mowing @ Rens. Lib.	\$1,250.00
22441	909	CENTRAL STATES SALES CO	11/10/2003	Outdoor Bulbs and Under-the-Cabinet Fluorescents (Wh. Lib.)	\$30.68
22492	910	TOWN OF DEMOTTE	11/10/2003	Sewer Services Sep '03-Dem	\$62.70
22443	911	CULLIGAN	11/10/2003	Water Cooler Rental	\$9.95
22444	912	DAVIDSON TITLES INC.	11/10/2003	Book-Wall Street Crash Days	\$21.98
22445	913	DEMCO	11/10/2003	Bookmarks, Book/Repair Tape, Anti-slip Tape	\$125.51
22446	914	DIANA KOOY	11/10/2003	Scissors, Mileage-Bank Deposit, Supplies	\$41.11
22447	915	ELLISON EDUCATIONAL EQUI	11/10/2003	Die cut-Heart shape	\$35.00
22448	916	FASE'S WATER TREATMENT	11/10/2003	Softner Salt-DeM. Lib.	\$143.50
22449	917	AUDIO FORUM	11/10/2003	AV Materials	\$52.45
22450	918	GAIL JUNG	11/10/2003	Mileage & Expenses: Financial Counterparts, COBRA, & Access Wkshps	\$87.10
22451	919	GALE GROUP	11/10/2003	Continuations-Am. Law, Something/Author, Dir. Public Broadcast Media	\$1,100.79
22452	920	GIESLER ELECTRIC, INC	11/10/2003	Outdoor light repairs @ DeM. Lib.	\$164.58
22453	921	HERITAGE OFFICE PRODUCT	11/10/2003	Name Badge, Typewriter Repairs, Laminate Pouches	\$259.48
22454	922	HERRMAN & GOETZ, INC.	11/10/2003	Underground Light Fixture & 3-ballast repairs @ Rens. Lib.	\$567.43
22455	923	HP PRODUCTS CORP.	11/10/2003	Hand Soap, Mop handle, SS Cleaner, Lime Remover, Jumbo TP	\$386.69
22456	924	INGRAM	11/10/2003	Paperbacks	\$93.21
22457	925	INSPIRATIONAL DISTRIBUTOR	11/10/2003	Books	\$118.23
22458	926	JACKIE SAXON	11/10/2003	Mileage-District 2	\$48.96
22459	927	JENNIFER L. EVERS	11/10/2003	Mileage & Expenses: Dewey Wkshp & District 1 Mtg.	\$59.00
22460	928	KANKAKEE VALLEY POST NE	11/10/2003	Newspaper Subsc-DeMotte Lib. (11/28/03-11/27/04)	\$43.00
22461	929	KAPER'S BUILDING MATERIAL,	11/10/2003	Building Blueprints copies	\$45.00
22462	930	KATHLEEN ZMUDA	11/10/2003	Ghost Story Program @ DeM. Lib.	\$150.00
22463	931	KATHRYN WEED	11/10/2003	Mileage: Literacy Committee & Reference Counterparts Mtgs	\$106.22
22464	932	KIRBY RISK CORPORATION	11/10/2003	QE-1264 Cooper Lighting Sockets for recessed can lights-Rens. Lib.	\$71.82
22465	933	LANDMARK AUDIOBOOKS	11/10/2003	Audiobooks	\$65.95
22466	934	LEGAL DIRECTORIES PUBLIS	11/10/2003	Continuations - 2003 IN Legal Directory	\$57.75
22467	935	LYNN DAUGHERTY	11/10/2003	NILBA; Mileage & Mtg. Expenses	\$336.99
22468	936	MARSHALL CAVENDISH CORP	11/10/2003	Ency of Health	\$706.09
22469	937	NANETTE SPEACHT	11/10/2003	Mileage: Literacy Mtg, Circ. Counteparts Mtg.	\$45.00
22470	938	NEWTON COUNTY HISTORIC	11/10/2003	Genealogy Bk-Beaver Lake, Land of Enchantment	\$20.00
22471	939	ORIENTAL TRADING CO., INC	11/10/2003	Ch. Craft Materials-DeM. Lib.	\$47.70
22472	940	PATTY STRINGFELLOW	11/10/2003	Mileage: Bldg. Committee Mtg, Mgmt Mtg, Leadership Conf.; books	\$123.36
22473	941	PROQUEST INFORMATION & L	11/10/2003	Microfiche - Rens. Rep. (5/1/-8/1/03)	\$85.68
22474	942	QUILL	11/10/2003	Calculator, M-Fold Towels, Const. Paper, Envelopes, Fax Paper, Ring Binders, Markers, Print Cartridges, etc.	\$465.76
22475	943	RACHAEL CAVINDER	11/10/2003	Mileage: Literacy Committee Mtg.	\$15.84
22476	944	RECORDED BOOKS, LLC	11/10/2003	Audiobooks	\$834.08
22477	945	RELIABLE EXTERMINATORS, I	11/10/2003	Exterior Pest Control @ Rens. Lib.	\$150.00
22478	946	RENSSELAER REPUBLICAN	11/10/2003	Subst. Page Advertisement-Rens. Lib.	\$19.15

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22479	947	SCHOOL SPECIALTY, INC.	11/10/2003	Bulletin Board kits - Wh. Lib.	\$32.62
22480	948	SECURITY COURIERS CORP.	11/10/2003	Transport service b/w Lib (10/3-10/27/03)	\$996.79
22481	949	TASTE OF HOME BOOKS	11/10/2003	Annual Recipes Book	\$23.98
22482	950	THE LIBRARY CORPORATION	11/10/2003	Lib. Solutions Training & Acquisitions software	\$7,099.00
22483	951	TROYER GROUP, INC.	11/10/2003	Architect Fees-Wh. Bldg. Project	\$6,602.00
22484	952	TRUGREEN LIMITED PARTNE	11/10/2003	Insect Control for bagworms-Crab Trees (Rens. Lib.)	\$69.00
22485	953	TYSEN'S COUNTRY GROCERY	11/10/2003	Janitorial supply	\$49.06
22486	954	ULINE	11/10/2003	Trash can liners	\$67.82
22487	955	UNIQUE MANAGEMENT SERVI	11/10/2003	Collections-Sep Placements & Secondary Placements	\$207.06
22488	956	USA TODAY	11/10/2003	DeM. Lib. Annual Newspaper Subsc. Dec 03-04	\$124.80
22489	957	VIDEO STORE SHOPPER	11/10/2003	CD cases	\$53.08
22490	958	VIKING OFFICE PRODUCTS	11/10/2003	Color Copy Paper, Calendar, Rubber Bands	\$57.06
22491	959	WAL-MART COMMUNITY BRC	11/10/2003	Videos, Mtg. Rm Supplies, Books, Ch. Games & supplies	\$612.89
0	960	PAYROLL	11/10/2003	PAYROLL	\$34,773.06
22493	961	ANTHEM BLUE CROSS AND B	11/10/2003	Nov '03 Health Insurance Premium-14 Employees	\$7,932.60
22494	962	ING	11/10/2003	Deferred Comp Plan-Withheld from Payroll 10 NOV '03	\$2,204.00
22495	963	LA-PORTER FEDERAL CREDIT	11/10/2003	Withheld from 10 NOV '03 Payroll-Jung, Stringfellow, Davis	\$400.00
22496	964	MIDWAYNET.NET	11/10/2003	Nov '03 Wireless Communications-Dem, Rens	\$172.20
22497	965	PLATINUM PLUS FOR BUSINE	11/10/2003	Contact Paper, Dem. Childrens Supplies, Books, Planner Pads, ILF Conference, CYPD Expense	\$463.57
22498	966	TOWN OF WHEATFIELD SEW	11/10/2003	Sewer Services Nov '03 -Wheat	\$41.05
0	967	INTERNAL REVENUE SERVICE	11/12/2003	FICA & FED Tax Withheld 10 Nov '03 Payroll	\$7,591.12
Total Amount of Claims					\$85,279.48

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, November 05, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$85,279.48

Date this 10th day of November, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

AGENDA

Jasper County Public Library Board of Trustees Monthly Meeting
Monday, December 29, 2003, 9:00 AM
Rensselaer Library

Purpose

Opening of meeting

Moment of silence

Bills to be allowed

Action

Transfers of funds

Action

Encumbrances

Action

Adjournment

Voucher List

Jasper County Public Library

Report Date: From 12/1/2003 To 12/30/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22509	981	4-COUNTY SUPPLY	12/8/2003	Flush Repair Kits	\$36.24
22510	982	ACE HARDWARE	12/8/2003	Appliance bulb & Exit sign bulb	\$17.23
22511	983	ALA	12/8/2003	PLA;2/24-2/28/04 Stringfellow, Daugherty, Egan, Evers, Tachtiris	\$1,590.00
22512	984	ALCO DISCOUNT STORE #290	12/8/2003	Meeting Room Supplies-D	\$24.26
22513	985	BAKER & TAYLOR	12/8/2003	Books, Continuations, AV Materials	\$9,585.93
22514	986	BAKER & TAYLOR ENTERTAIN	12/8/2003	AV Materials	\$338.34
22515	987	BETTER CONTAINERS MFG. C	12/8/2003	Library Bags	\$271.74
22516	988	BROWN'S GARDEN & FLORAL	12/8/2003	Blackeyed Susan's & Oct-Nov Mowings with Leaf Pickup, Edging walks and curbs	\$1,398.65
22517	989	CHARLOTTE FAGEN	12/8/2003	Mileage-Brd Mtg, Mngmnt, ESL & Class visit	\$32.04
22518	990	CHESTER TECHNOLOGIES	12/8/2003	Technical Support-35 hours	\$3,250.00
22519	991	CULLIGAN	12/8/2003	Water Cooler Rental & Water	\$54.50
22520	992	DAVID ZIESE	12/8/2003	Replace Flush Valve-Rens	\$46.00
22521	993	DEMCO	12/8/2003	Book Jackets Clock, File Cases, Book Supports, Acrylic Holders	\$298.15
22522	994	DIANE KROS	12/8/2003	Mileage-Storytime & Deposit	\$11.52
22523	995	DIANE OPOLSKI	12/8/2003	Readers Advisory Counterparts Expense	\$7.15
22524	996	FASE-KALUF TV & APPLIANCE	12/8/2003	Microphone Stand Part	\$4.99
22525	997	FASE'S WATER TREATMENT	12/8/2003	RedOut, Vacuum Cleaner Bags	\$147.25
22526	998	FILM IDEAS, INC.	12/8/2003	AV Materials	\$191.70
22527	999	GAIL JUNG	12/8/2003	Mileage-Bookkeeping Workshop	\$36.00
22528	1000	GAIL JUNG	12/8/2003	Rens. Petty Cash-Masking Tape, Postage & Cards	\$18.84
22529	1001	GALE GROUP	12/8/2003	Continuations	\$645.65
22530	1002	H. W. WILSON COMPANY	12/8/2003	Readers Guide Subscriptions-D & R	\$714.00
22531	1003	HERITAGE OFFICE PRODUCT	12/8/2003	Cartridges HP 1200 Laser	\$163.98
22532	1004	HERRMAN & GOETZ, INC.	12/8/2003	Repair In-Ground Light Fixture, Converted 3 Halide Fixtures to Incandescent	\$425.06
22533	1005	HIGHSMITH CO. INC.	12/8/2003	Bookmarks, Reading Certificates	\$75.12
22534	1006	INCOLSA	12/8/2003	Ancestry Plus 1/1/04-12/31/04	\$1,213.00
22535	1007	INGRAM	12/8/2003	Books	\$8.79
22536	1008	INSPIRATIONAL DISTRIBUTOR	12/8/2003	Books	\$45.75
22537	1009	JACK STANDISH	12/8/2003	Material & Labor for CD Cabinet-Dem	\$751.86
22538	1010	JASPER COUNTY HOSPITAL	12/8/2003	Demotte Lib. Water Analysis	\$15.00
1031	1011	JASPER COUNTY PUBLIC LIBR	12/8/2003	Bank Transfer-From Demotte State Bank to Peoples State Bank	\$9,500.00
22539	1012	JENNIFER L. EVERS	12/8/2003	Mileage-TLC Users Group Mtg	\$72.00
22540	1013	JILL TACHTIRIS	12/8/2003	Book-Panatis Extraordinary Origins	\$11.42
22541	1014	KATHRYN WEED	12/8/2003	Mileage-Workshops	\$144.00
22542	1015	KIM DELGER	12/8/2003	Mileage & Expense-Readers Advisory Workshop	\$26.93
22543	1016	LIBRARY VIDEO COMPANY	12/8/2003	CD Rom Software	\$482.11
22544	1017	LINDA THOMPSON	12/8/2003	Mileage & Prizes for Children's Book Week	\$32.48
22545	1018	LYNN DAUGHERTY	12/8/2003	Mileage, Books & Expenses Architects Comm. Mtg	\$78.23
22546	1019	MARLENE BEEDLE	12/8/2003	Mileage-PDA Workshop	\$88.92
22547	1020	MARY E. HERZ	12/8/2003	Mileage-School visits	\$5.76
22548	1021	MOVIE LICENSING USA	12/8/2003	Public Performance Site License 2/1/04-1/31/05(plus 3 month trial period)	\$480.00
22549	1022	NORTHWESTERN INDIANA TE	12/8/2003	Demotte Local Phone Service Dec '03	\$31.99
22550	1023	PLATINUM PLUS FOR BUSINE	12/8/2003	IPLA Leadership Conf.10/27-10/28/03 Accomodations, GoToMyPc Service	\$183.73
22551	1024	QUALITY LASER TECHNOLOGI	12/8/2003	Performer Cartridges for Desk Jet, 1200Laser	\$315.55

Printed on Tuesday, December 23, 2003

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22552	1025	QUILL	12/8/2003	Contact Paper, Double sided tape, Appt. Book	\$117.63
22553	1026	REBECCA GIBSON	12/8/2003	Books & Mileage	\$221.76
22554	1027	RECORDED BOOKS, LLC	12/8/2003	Audiobooks	\$338.40
22555	1028	REGENT BOOK CO., INC.	12/8/2003	Continuations	\$75.37
22556	1029	RELIABLE EXTERMINATORS, I	12/8/2003	Interior Service-Rens	\$75.00
22557	1030	RENSSELAER REPUBLICAN	12/8/2003	Substitute Page Position Advertisement 10/23/03-11/06/03;Reps	\$101.52
22558	1031	ROBERT D. KLEMP	12/8/2003	Mowing of 4 acres @ Wheatfield Site	\$100.00
22559	1032	SECURITY COURIERS CORP.	12/8/2003	Transport Service b/w branches 10/31 - 11/28/03	\$994.72
22560	1033	SHEILA MAXWELL	12/8/2003	Mileage-Branches, Cntrpts, NICLL Mtg. and Expenses	\$198.64
22561	1034	SIMPLEXGRINNELL LP	12/8/2003	Fire Alarm Contract Maintenance Agreement 2004	\$3,089.50
22562	1035	SPRINT YELLOW PAGES	12/8/2003	Directory Chrgs. For Dec	\$75.50
22563	1036	SUDANCO AFFORDABLE ALTE	12/8/2003	Labels- 2 day loan/\$1.00 day fine	\$21.50
22564	1037	THE TIMES-	12/8/2003	Annual Subscription-Dem	\$204.00
22565	1038	TOWN OF WHEATFIELD SEW	12/8/2003	Sewer Services-Dec '03;Wheat	\$41.05
22566	1039	TROYER GROUP, INC.	12/8/2003	Professional Architect Services-Wheatfield Building Oct '03	\$11,655.00
22567	1040	TRU-GREEN CHEMLAWN	12/8/2003	Crabapple Tree Application	\$99.00
22568	1041	UNIQUE MANAGEMENT SERVI	12/8/2003	Collections October Placements & Secondary Placements	\$132.41
22569	1042	WAL-MART COMMUNITY BRC	12/8/2003	AV Materials,Headphones, Cleaning wipes, Program Supplies-Ren	\$666.26
22570	1043	GAIL JUNG	12/8/2003	Wheatfield Petty Cash	\$20.11
0	1044	PAYROLL	12/10/2003	PAYROLL	\$30,777.96
22571	1045	ANTHEM BLUE CROSS AND B	12/10/2003	Dec '03 Health Insurance Premium-15 Employees	\$8,299.66
22572	1046	INDIANAPOLIS STAR	12/10/2003	Newspaper Subscription 1/3/04-1/1/05	\$231.40
22573	1047	ING	12/10/2003	W/Held from 10 DEC '03 Payroll-Indiana Deferred Compensation Plan	\$2,204.00
22574	1048	LA-PORTER FEDERAL CREDIT	12/10/2003	Payroll Deduction 10 DEC 03-Jung, Stringfellow, Davis	\$400.00
22575	1049	TOWN OF DEMOTTE	12/10/2003	Oct '03 Sewer Services-Dem	\$62.70
22576	1050	SPRINT	12/10/2003	Payphone Rens-Dataline R-W	\$285.36
0	1051	INTERNAL REVENUE SERVICE	12/11/2003	FICA & FED Tax Withheld 10 Dec '03 Payroll	\$6,553.34
0	1052	INDIANA DEPARTMENT OF RE	12/19/2003	State & Local Tax Withheld Oct '03	\$2,721.10
0	1053	PAYROLL	12/23/2003	PAYROLL	\$32,867.39
22577	1054	AFLAC	12/23/2003	Supplemental Insurance-Jan '04-Daugherty, Molenaar, Schulenberg, Woods	\$106.80
22578	1055	ANTHEM LIFE	12/23/2003	Life Insurance Premium Jan '04-24 Employees	\$88.68
22579	1056	BANK ONE TRUST COMPANY,	12/23/2003	Bond Payment & Interest Dec.	\$390,860.00
22580	1057	CITY OF RENSSELAER	12/23/2003	Rens. Utilities 11/7/03-12/9/03	\$2,530.93
22581	1058	ING	12/23/2003	Indiana Deferred Compensation-Withheld from 23 Dec 03 Payroll	\$2,204.00
22582	1059	LA-PORTER FEDERAL CREDIT	12/23/2003	Direct Deposit-Withheld 23 DEC 03-Jung, Stringfellow, Davis	\$400.00
22583	1060	NIPSCO	12/23/2003	Wheatfield Utilities 11/10/03-12/11/03	\$1,138.21
22584	1061	SPRINT	12/23/2003	Long Dist. 11/8/03-12/7/03 Dem & Wheat	\$36.18
22585	1062	SPRINT	12/23/2003	Local Phone Serv. Wheat-Dec 03	\$190.13
0	1063	INTERNAL REVENUE SERVICE	12/24/2003	EFT-FICA & FED Tax Withheld 23 DEC 03 Payroll	\$7,092.32
22587	1064	BAKER & TAYLOR	12/29/2003	Books, Continuations, AV	\$1,990.87
22590	1065	BAKER & TAYLOR ENTERTAIN	12/29/2003	Video	\$21.11
22591	1066	BETTER CONTAINERS MFG. C	12/29/2003	' Love My Library' Book Bags	\$61.04
22592	1067	BOOKS ON TAPE, INC.	12/29/2003	Audiobooks	\$304.00
22593	1068	CHESTER TECHNOLOGIES	12/29/2003	MS Office Pro -03 Licenses & CD	\$1,248.00
22594	1069	DELL MARKETING L.P.	12/29/2003	15- Computers, Monitors, keyboards, speakers, etc.	\$17,835.20
22595	1070	DIANA KOOY	12/29/2003	Mileage-Bank Deposits	\$5.76
22596	1071	DIANE OPOLSKI	12/29/2003	Mileage-DeM. Lib.	\$5.76
22597	1072	EBSCO SUBSCRIPTION SERVI	12/29/2003	Newspaper Archive (On-Line), 11/03-11/04	\$595.00

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22598	1073	EVA CORPORATION	12/29/2003	Magazine Subsc.-Nickelodeon, Nick Jr., Country Weekly, Romantic Homes & Credits	\$19.25
22599	1074	FASE'S WATER TREATMENT	12/29/2003	Softner Repairs @ Dem.	\$94.50
22600	1075	FORTRES GRAND CORPORAT	12/29/2003	3 Upgrades- Fortres 101, v. 5.0	\$630.00
22601	1076	GAIL JUNG	12/29/2003	DeMotte Petty Cash: Postage, Index Cards, Adapter & Cable Extension, Cleaning Wipes	\$20.59
22602	1077	GAIL JUNG	12/29/2003	Mileage-AVC Mtg. & Expenses	\$94.90
22603	1078	HERITAGE OFFICE PRODUCT	12/29/2003	UPS Charges	\$14.84
22604	1079	HIGHSMITH CO. INC.	12/29/2003	Label Sets	\$102.40
22605	1080	HP PRODUCTS CORP.	12/29/2003	Floor Scrubber Dome Gasket	\$14.90
22606	1081	INCOLSA	12/29/2003	First Search (On-line) databases	\$1,000.00
22607	1082	JOURNAL AND COURIER	12/29/2003	Journal & Courier Subscription, 1/16/04-1/13/05-DeM. Lib.	\$210.60
22608	1083	JASPER COUNTY PUBLIC LIBR	12/29/2003	Transfer to LIRF per board resolution of 12/8/03	\$111,000.00
22609	1084	LISA DAVIS	12/29/2003	Mileage-Wh. Lib.	\$15.84
22610	1085	NIPSCO	12/29/2003	DeM. Utilities- 11/17-12/16/03	\$2,524.92
22611	1086	OMNI OFFICE EQUIPMENT, IN	12/29/2003	HP 5N Laser Printer Fuse Assembly & Drum Drive-Rens. Lib.	\$173.00
22612	1087	SHEILA MAXWELL	12/29/2003	Mileage & NICCL Mtg. Expense	\$75.49
22613	1088	TOM KROOSWYK PLMBG, HT	12/29/2003	Furnace, Toilet Repairs @ Wh. Lib.	\$195.00
22614	1089	TRU-GREEN CHEMLAWN	12/29/2003	Dormant Oil treatment to 3-Crab trees @ DeM.	\$99.00
22615	1090	UNIQUE MANAGEMENT SERVI	12/29/2003	Initial & Secondary Placements, Collections-Nov.	\$122.22
22616	1091	QUILL	12/29/2003	Letter Folder, Foot Rest, Velcro Dots, print cartridges, typewriter ribbons, binder clips	\$582.87
Total Amount of Claims					\$679,206.45

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 23, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$679,206.45

Date this 20th day of December, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.



JASPER COUNTY PUBLIC LIBRARY

www.jasperco.lib.in.us

☐ Rensselaer Public Library, Headquarters
208 West Susan Street
Rensselaer, Indiana 47978-2447
219 • 866-5881
Fax 219 • 866-7378

☐ DeMotte Public Library
901 Birch Street SW
P.O. Box 16
DeMotte, Indiana 46310-0016
219 • 987-2221
Fax 219 • 987-2220

☐ Wheatfield Public Library
170 S. Grace Street
Wheatfield, Indiana 46392-7396
219 • 956-3774
Fax 219 • 956-4808

2003 Budget Encumbrances

The following amount is being encumbered from the 2003 budget appropriation by resolution of the Library Board of Trustees, as approved at the December 29, 2003 Board Meeting.

<u>Appropriation</u>	<u>Purchase Order</u>	<u>Vendor</u>	<u>Amount</u>	<u>Grand Total</u>
2.41	5701	Demco	\$ 204.74	
2.41	5678	Ellison Educational Equip.	<u>95.00</u>	
		Total 2.41 Encumbered		\$ 299.74
3.26	5702	Clawson Communications	<u>\$ 225.00</u>	
		Total 3.26 Encumbered		\$ 225.00
4.4	5701	Demco	\$ 394.05	
4.4	5698	Heritage Office Products	560.55	
4.4	4703	Sauder Manufacturing Co.	171.00	
4.4	5706	Staples	269.96	
4.4	5700	FCS Group	<u>540.55</u>	
		Total 4.4 Encumbered		\$1,936.11
4.51	5234	Baker & Taylor	\$1,928.31	
4.51	5238	CQ Press	1,150.00	
4.51	5236	Gale	231.74	
4.51	5237	Grolier Publishing	398.00	
4.51	5709	Lynn Daugherty (ALA)	367.20	
4.51	5235	Sharpe Reference	319.93	
		Total 4.51 Encumbered		\$4,395.18

4.53

5704

Chester Technologies

\$1,568.00

Total 4.53 Encumbered

\$1568.00

TOTAL ENCUMBERED ALL APPROPRIATIONS

\$8,424.03

Susan Deardoff

Mari Anne Sayler

Moh Henry #

Genevieve Egan

December 29, 2003

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for various functions of the Jasper County Public Library,

Now, therefore, be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, for the expenses of the Public Library, the following funds herein named for the purposes herein specified be increased, subject to the laws governing the same.

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

	Added Amount Appropriated		Amount Reduced
1.22 Unemployment Compensation	\$ 2,083.93	1.12 Salary of assistants	\$ 2,083.93
1.23 Employer's Contribution-PERF	\$ 463.15	1.12 Salary of assistants	\$ 463.15
1.24 Employer's Contribution-Ins.	\$ 2,530.09	1.12 Salary of assistants	\$ 2,530.09
2.11 Official records	\$ 78.46	2.41 Library Supplies	\$ 78.46
2.21 Cleaning, sanitation supplies	\$ 499.76	2.41 Library Supplies	\$ 499.76
2.23 Other Operating Supplies	\$ 203.72	2.41 Library Supplies	\$ 203.72
3.14 Other Professional Services	\$ 4,458.29	3.61 Building and structures	\$ 4,458.29
3.41 Official bonds	\$ 55.00	3.61 Building and structures	\$ 55.00
3.42 Other Insurance	\$ 2,959.25	3.61 Building and structures	\$ 2,959.25
3.54 Waste Disposal Services	\$ 129.05	3.61 Building and structures	\$ 129.05
3.91 Dues	\$ 49.55	3.61 Building and structures	\$ 49.55
4.1 Land	\$ 126.44	4.51 Books	\$ 126.44
TOTAL Added	\$ 13,636.69	TOTAL Reduced	\$13,636.69

CAPITAL PROJECTS FUND

	Added Amount Appropriated		Amount Reduced
4.4 Equipment	\$ 38.78	4.53 NonPrinted Materials	\$ 38.78

Susan Deardorff
Mari Anne Layler
Mike Fleming
Ann Marie Egan

AGENDA

**Jasper County Public Library Board Meeting
Monday, December 8, 2003, 7:00 PM
Rensselaer Library**

Purpose

Opening of meeting

Moment of silence

Approval of Consent Agenda & Consent Agenda Items

Action

- A. Minutes of November board meeting(R 1)
- B. Bills/Financial Reports (F)
- C. Salary Ordinance Revisions (R 7)

General Business

- A. Wheatfield Building Project update (R 12-13)
- B. 2004 Slate of Officers (R 13)
- C. Disposal of unneeded equipment (R 11)
- D. Dec. 29 board meeting time (R 11)
- E. Transfer to LIRF (R 11)

Information

Action

Action

Action

Action

Director's Report (R 11 – R 16)

Discussion

Items for future Agendas

Public Forum

Adjournment

Minutes

**Jasper County Public Library Board of Trustees
Rensselaer Library**

**November 10, 2003
7:00 PM**

Present: Anne-Marie Egan, Mike Crawford, Mark Heinig III, Sue Deardorff, Joan Floyd, Mari Anne Sayler, Tim Schultz Jr., Lynn Daugherty, Gail Jung, Patricia Stringfellow.

Consent Agenda & Consent Agenda Items: On a motion by M. Heinig, seconded by M. Crawford, the minutes of the October Board Meeting, monthly bills and financial reports, Salary Ordinance update, the Materials Selection Policy changes, and the Microform Reader/Printer Policy and Indemnification Policy reviewed without changes, were approved. Motion passed.

Wheatfield Bldg. Update: Building Committee met with Troyer Group to plan furniture and equipment layouts. Troyer is exploring the feasibility and cost estimates of a mezzanine level to be used for furnace placements and storage above the workroom/mechanical room areas. Regarding a heat pump system, Dick Frame of Precision Control advised that the climatic conditions in our area, coupled with high maintenance requirements make this type of heating system a poor choice. The board respected this information and do not wish to pursue use of a heat pump. Chester Technologies will write specs for computerization including cabling and provisional wireless connectivity. More meetings with Troyer are set for Wednesday, Nov. 12th, and Monday, Dec. 1st, at 8:30 AM.

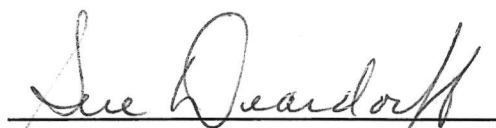
Slate of Officers: Nominating Committee chairman, M. Crawford, presented the 2004 nominees. President - Susan Deardorff; Vice-president - Mark Heinig III; Secretary - Joan Floyd; Treasurer - Anne-Marie Egan; Asst. Treasurer - Timothy Schultz Jr.

Health Insurance-2004: ILF was able to offer several insurance packages through Anthem Blue Cross/Blue Shield for next year. The premiums for any of the core plans offered are less than the 2003 premium allowing the library to offer better coverage to its employees. On a motion by A-M Egan, seconded by M. Heinig, the board voted to accept Package 3 which includes Strings 4 and 12, and select the Full Service Vision Service Plan (VSP) with the library paying 80% of the core plan for 35 hr/wk employees and 50% for 30-34 hr/wk employees. Motion passed unanimously.

Spanish Grant: A copy of 2004 LSTA Mini-Grant was provided to board. The \$6750 Hispanic Literacy Grant was submitted with all applicable signatures on Oct. 31, 2003.

Adjournment: With no further business, the board adjourned at 7:35 PM on a motion by M. Sayler, seconded by M Crawford.


Joan Floyd, Secretary


Attest: Sue Deardorff, President

CIRCULATION BY HOLDINGS CODE
November 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (DAJBIO)	2			2
Award Winner JE (DAJE)	25		3	28
Award Winner JFIC (DAJFIC)	8	1	1	10
Award Winner JNF (DAJNF)	5			5
Award Winner JPFIC (DAJBPF)	3			3
Award Winner YAFIC (DAYAF)	6			6
Award Winner YAPFIC (DAYPBF)				0
Biography (DBIO)	64	7	3	74
Books on CD (DBKCD)	59	6		65
Books on Tape (DBKT)	135	5		140
Compact Disc (DCD)	319	5	3	327
DVD	579	1		580
Equipment (DEQP)	12			12
See librarian (DERR)				0
Express Book (DEXP)	39		1	40
Fiction (DFIC)	1391	37	41	1469
Genealogy (DGENE)	4			4
Genealogy Mag (DGMAG)				0
Gen. Milroy Coll (DGMIL)				0
Games/Toys (DGT)				0
Internet (DINTER)	356			356
Juv. Biography (DJBIO)	49		1	50
Juv. Book on CD (DJBKCD)	1			1
Juv. Book on Tape (DJBKT)	68	2	2	72
Juv. Compact Disc (DJCD)	32			32
Juvenile Easy (DJE)	1044	7	6	1057
Juv. Easy Reader (DJER)	422			422
Juv. Fiction (DJFIC)	211	6	1	218
Juv. Holiday books (DJHOL)	20			20
Juv. Magazine (DJMAG)	74	1		75
Juv. Music Cassette (DJMC)	4			4
Juv. Nonfiction (DJNF)	656	5	5	666
Juv. Nonfic Text Bk (DJNFTB)	6			6
Juv. Paperback fic (DJPBF)	269	3	3	275
Juv. Reference (DJREF)				0
Large Print Fiction (DLPF)	91	1		92
Large Print Nonfic (DLPNF)	3	2		5
Magazine (DMAG)	563	1	13	577
Music Cassette (DMCAS)				0
Nonfiction (DNFIC)	946	27	27	1000
Nonfiction VHS (DNFVHS)	69	6	3	78
Professional Coll. (DPROF)				0
Parent Shelf Juv. Fic (DPJF)				0
Parent Shelf Juv. NF (DPSJNF)	13	1		14
Parent Shelf Ref (DPREF)				0
Reference (DREF)	4			4
Ref. Magazine (DRMAG)				0

Reference Software (DRSW)	1			1
Spanish Collection (DSPA)	5			5
Software (DSWAR)	162			162
Vertical File (DVF)	18			18
VHS	860	11		871
YA Biography (DYAB)	4	2		6
YA Books on CD (DYABKCD)	1	1		2
YA Books on Tape (DYABKT)				0
YA Fiction (DYAF)	50			50
YA Nonfiction (DYANF)	14	1	1	16
YA Paperback Fic (DYAPBF)	50	2	1	53
Award Winner JBIO (RAJBIO)		3		3
Award Winner JE (RAJE)		1	2	3
Award Winner JFIC (RAJFIC)		3		3
Award Winner JNF (RAJNF)				0
Award Winner JPFIC (RAJPBF)		1		1
Award Winner YAFIC (RAYAF)		4		4
Award Winner YAPFIC (RAYPBF)				0
Biography (RBIO)	6	124	1	131
Books on CD (RBKCD)	3	78		81
Books on Tape (RBKT)	3	121	2	126
Compact Disc (RCD)	3	345	14	362
DVD	1	1077	1	1079
Equipment (REQP)				0
See librarian (RERR)				0
Express Book (REXP)		79		79
Fiction (RFIC)	51	1327	7	1385
Genealogy (RGENE)				0
Genealogy Mag (RGMAG)				0
Gen. Milroy Coll (RGMIL)				0
Games/Toys (RGT)				0
Internet (RINTER)		527		527
Juv. Biography (RJBIO)		23		23
Juv. Book on CD (RJBKCD)		4		4
Juv. Book on Tape (RJBKT)		47		47
Juv. Compact Disc (RJCD)	1	21		22
Juvenile Easy (RJE)	25	1134	12	1171
Juv. Easy Reader (RJER)		216		216
Juv. Fiction (RJFIC)	3	309	3	315
Juv. Holiday books (RJHOL)				0
Juv. Magazine (RJMAG)		33		33
Juv. Music Cassette (RJMC)		9		9
Juv. Nonfiction (RJNF)	11	763	4	778
Juv. Nonfic Text Bk (RJNFTB)				0
Juv. Paperback fic (RJPBF)	2	241	2	245
Juv. Reference (RJREF)				0
Large Print Fiction (RLPF)	2	85		87
Large Print Nonfic (RLPNF)		3		3
Magazine (RMAG)	3	245		248
Music Cassette (RMCAS)		1		1
Nonfiction (RNFIC)	52	945	18	1015

Nonfiction VHS (RNFVHS)	4	61		65
Professional Coll. (RPRO)				0
Parent Shelf Juv. Fic (RPJF)				0
Parent Shelf Juv. NF (RPSJNF)		9		9
Parent Shelf Ref (PREF)				0
Reference (REF)				0
Ref. Magazine (RRMAG)				0
Reference Software (RRSW)				0
Spanish Collection (RSPA)		26		26
Software (RSWAR)		110	1	111
Vertical File (RVF)		1		1
VHS	6	1391	6	1403
YA Biography (RYAB)		11		11
YA Books on CD (RYABKCD)				
YA Books on Tape (RYABKT)		7		7
YA Fiction (RYAF)	3	134	2	139
YA Nonfiction (RYANF)		74		74
YA Paperback Fic (RYAPBF)	8	119		127
Award Winner JBIO (WAJBIO)			2	2
Award Winner JE (WAJE)			10	10
Award Winner JFIC (WAJFIC)			1	1
Award Winner JNF (WAJNF)				0
Award Winner JPFIC (WAJPBF)				0
Award Winner YAFIC (WAYAF)				0
Award Winner YAPFIC (WAYPBF)				0
Biography (WBIO)	1	7	27	35
Books on CD (WBKCD)	2	7	30	39
Books on Tape (WBKT)	1	1	74	76
Compact Disc (WCD)	6	19	237	262
DVD	3	2	342	347
Equipment (WEQP)				0
See librarian (WERR)				0
Express Book (WEXP)			33	33
Fiction (WFIC)	53	30	452	535
Genealogy (WGENE)				0
Genealogy Mag (WGMAG)				0
Gen. Milroy Coll (WGMIL)				0
Games/Toys (WGT)				0
Internet (WINTER)			154	154
Juv. Biography (WJBIO)	2		9	11
Juv. Book on CD (WJBKCD)			1	1
Juv. Book on Tape (WJBKT)	6	1	30	37
Juv. Compact Disc (WJCD)			7	7
Juvenile Easy (WJE)	9	1	487	497
Juv. Easy Reader (WJER)			84	84
Juv. Fiction (WJFIC)	4	3	83	90
Juv. Holiday books (WJHOL)				0
Juv. Magazine (WJMAG)			23	23
Juv. Music Cassette (WJMC)			1	1
Juv. Nonfiction (WJNF)	1	6	241	248
Juv. Nonfic Text Bk (WJNFTB)				0

Juv. Paperback fic (WJPBF)	2		105	107
Juv. Reference (WJREF)				0
Large Print Fiction (WLPF)	1	2	27	30
Large Print Nonfic (WLPNF)			8	8
Magazine (WMAG)	1		231	232
Music Cassette (WMCAS)				0
Nonfiction (WNFIC)	18	24	414	456
Nonfiction VHS (WNFVHS)		1	23	24
Professional Coll. (WPROF)				0
Parent Shelf Juv. Fic (WPJF)				0
Parent Shelf Juv. NF (WPSJNF)				0
Parent Shelf Ref (WPREF)				0
Reference (WREF)				0
Ref. Magazine (WRMAG)				0
Reference Software (WRSWAR)				0
Spanish Collection (WSPA)			7	7
Software (WSWAR)	2		63	65
Vertical File (WVF)			3	3
VHS		8	508	516
YA Biography (WYAB)			3	3
YA Books on CD (WYABKCD)				0
YA Books on Tape (WYABKT)				0
YA Fiction (WYAF)	1	2	29	32
YA Nonfiction (WYANF)	1		18	19
YA Paperback Fic (WYAPBF)	4		42	46
TOTAL	9022	9967	3999	22988

CIRCULATION BY HOLDINGS CODE
November 2003

ITEM CODE	DEMOTTE	RENSSELAER	WHEATFIELD	TOTAL
Award Winner JBIO (AJBIO)	2	3	2	7
Award Winner JE (AJE)	25	1	15	41
Award Winner JFIC (AJF)	8	4	2	14
Award Winner JNF (AJNF)	5	0	0	5
Award Winner JPFIC (AJPF)	3	1	0	4
Award Winner YAFIC (AYAF)	6	4	0	10
Award Winner YAPFIC (YAYPBF)	0	0	0	0
Biography (BIO)	71	138	31	240
Books on CD (BKCD)	64	91	30	185
Books on Tape (BKT)	139	134	76	349
Compact Disc (CD)	328	369	254	951
DVD	583	1080	343	2006
Equipment (EQP)	12	0	0	12
See librarian (ERR)	0	0	0	0
Express Book (EXP)	39	79	34	152
Fiction (FIC)	1495	1394	500	3389
Genealogy (GENE)	4	0	0	4
Genealogy Mag (GMAG)	0	0	0	0
Gen. Milroy Coll (GMIL)	0	0	0	0
Games/Toys (GT)	0	0	0	0

Internet (INTR)	356	527	154	1037
Juv. Biography (JBIO)	51	23	10	84
Juv. Book on CD (JBKD)	1	4	1	6
Juv. Book on Tape (JBKT)	74	50	32	156
Juv. Compact Disc (JCD)	33	21	7	61
Juvenile Easy (JE)	1078	1142	505	2725
Juv. Easy Reader (JER)	422	216	84	722
Juv. Fiction (JFIC)	218	318	87	623
Juv. Holiday (JHOL)	20	0	0	20
Juv. Magazine (JMAG)	74	34	23	131
Juv. Music Cassette (JMC)	4	9	1	14
Juv. Nonfiction (JNF)	668	774	250	1692
Juv. Nonfic Text Bk (JNFT)	6	0	0	6
Juv. Paperback fic (JPBF)	273	244	110	627
Juv. Reference (JREF)	0	0	0	0
Large Print Fiction (LPF)	94	88	27	209
Large Print Nonfic (LPNF)	3	5	8	16
Magazine (MAG)	567	246	244	1057
Music Cassette (MCAS)	0	1	0	1
Nonfiction (NFIC)	1016	996	459	2471
Nonfiction VHS (NFVH)	73	68	26	167
Professional Coll. (PROF)	0	0	0	0
Parent Shelf Juv. Fic (PJF)	0	0	0	0
Parent Shelf Juv. NF (PSJNF)	13	10	0	23
Parent Shelf Ref (PREF)	0	0	0	0
Reference (REF)	42	73	18	133
Ref. Magazine (RMAG)	0	0	0	0
Reference Software (RSWAR)	1	0	0	1
Spanish Collection (SPA)	5	26	7	38
Software (SWAR)	164	110	64	338
Vertical File (VF)	65	1	3	69
VHS	866	1410	514	2790
YA Biography (YAB)	4	13	3	20
YA Books on CD (YABKCD)	1	1	0	2
YA Books on Tape (YABKT)	0	7	0	7
YA Fiction (YAF)	54	136	31	221
YA Nonfiction (YANF)	15	75	19	109
YA Paperback Fic (YAPBF)	62	121	43	226
Free reads	248	708	122	1078
Games/Puzzles		1	2	3
Talking books				0
Assignment Shelf Books				0
TOTAL	9355	10756	4141	24252

	DeMotte	Rensselaer	Wheatfield	
ADULT BOOKS				
Fiction	1876	2269	683	4828
Nonfiction	1141	1238	523	2902

CHILDREN'S BOOKS

Fiction	2027	1926	803	4756
Nonfiction	765	810	262	1837
YA BOOKS				
Fiction	122	261	74	457
Nonfiction	19	88	22	129
Magazines, Adult	567	246	244	1057
Magazines, Children	74	34	23	131
Games, Toys	0	1	2	3
Sound Recordings, adult	532	603	360	1495
Sound Recordings, ch	112	84	41	237
Online databases	0	0	0	0
Software	165	110	64	339
Vertical file	65	1	3	69
VHS/DVD	1522	2558	883	4963
Equipment	12	0	0	12
Total	8999	10229	3987	23215

JASPER COUNTY PUBLIC LIBRARY MONTHLY REPORT

November 2003

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
INTRALIBRARY LOANS FILLED	141	31	181	39	178	39	500	108
LOCAL HISTORY								
In person	4	1	16	5		0	20	6
Letters written		0	11	11		0	11	11
IN-HOUSE USE - HARDWARE/SOFTWARE								
Internet use	356	15	527	22	154	6	1037	43
Computer software used	78	7	97	8	12	1	187	16
VCR Use		0		0		0	0	0
Microforms	12	2	28	4		0	40	5
CD ROM/Online databases	80	7	221	18	71	6	372	31
Typewriter use	1	0		0		0	1	0
Other equipment used	3	1		0		0	3	1
OTHER LIBRARY SERVICES USED								
Walking book visits	1	1	21	14		0	22	15
Notarized documents	2	1	1	0		0	3	1
Meeting Room Use (no. of groups)	52	17	33	11	29	10	114	38
Study room use	25	2	27	2	1	0	53	4
Proctoring		0	2	1		0		0
Tax Forms distributed		0		0		0	0	0
Pull Requests	2							
INTERLIBRARY LOANS								
Requests made for:	27	7	68	17	17	4	112	28
Items rec'd for:	38	19	73	37	18	9	129	65
Items requested by other libraries							0	
Items supplied to other libraries		0		0		0	0	0

REGISTRATIONS

Total Borrowers	7211	7215	2966	17392
Non-resident, paying	3	13	2	18
PLAC card users	1	3		4
Reciprocal borrowers	368	284	26	678

PROGRAMS

	DeMotte Hrs.		Rensselaer Hrs.		Wheatfield Hrs.		TOTAL	HOURS SPENT
Programs for all ages	1	6	2	12		0	3	18
Children's Programs (0-13)	16	96	11	66	4	24	31	186
Number attending	333		204		76		613	
YA Programs (14-17)	1	6	0	0	0	0	1	6
Number attending	14		2				16	
Adult Programs	2	12	4	24	6	36	12	72
Number attending	55		81		40		176	
Senior Citizen Programs	0	0	4	24	0	0	4	24
Number attending	4		27		3		34	
Total Number of Programs	20	120	21	126	10	60	51	306
Total Persons Attending	406		314		119		839	
Total Attending Same Month Last Yr.	552		487		15		1054	
Total Staff Hours Spent		229		315		135		678
Hours Spent Same Month last year		266		314		81		661

CIRCULATION BY PATRON CODE

PATRONS	DeMotte		Rensselaer		Wheatfield		ALL LIBRARIES	
	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total	Items Loaned	% of Total
Adult	7261	77.7%	7862	73.6%	3247	78.8%	18370	76.1%
Corporate	26	0.3%	51	0.5%		0.0%	77	0.3%
Juvenile 0-11	994	10.6%	1095	10.3%	427	10.4%	2516	10.4%
Nonresident No Fee	47	0.5%	228	2.1%	93	2.3%	368	1.5%
Nonresident Fee		0.0%	23	0.2%		0.0%	23	0.1%
Reciprocal	284	3.0%	288	2.7%	14	0.3%	586	2.4%
School	3	0.0%	14	0.1%		0.0%	17	0.1%
St. Joseph College	5	0.1%	229	2.1%		0.0%	234	1.0%
State Library Card	10	0.1%	1	0.0%		0.0%	11	0.0%
Staff	450	4.8%	611	5.7%	262	6.4%	1323	5.5%
YA 12-17	264	2.8%	275	2.6%	80	1.9%	619	2.6%
Total	9344		10677		4123		24144	
All items borrowed by nonresidents	349	3.7%	783	7.3%	107	2.6%	1239	5.1%

Salary Ordinance 200312/4/03
revision

Name	Classification	Present Hrly Wage	Hrs Library Worked	Start Date	Raise Date(s)
Gaines, Jennie	Page(sub)	\$5.75	R	11/25/03	

Jennie is a substitute, working only when other pages are not available.

We have examined and approved the changes in the salary ordinance. Dated December 8, 2003.

<u>Mike Fleming</u>	<u>Timothy M. Schuck</u>
<u>Gene Marie Egan</u>	<u>Jean Floyd</u>
<u>Sam Deardorff</u>	<u></u>
<u>Steve [Signature]</u>	<u></u>

Lynn Daugherty

Hi, Brandt,

I am writing to strongly urge you to vote against SB 1, as it is now written, calling for fiscal body review of library district budgets.

Library budgets are strictly limited in how much they can increase each year (5%) and how much tax can be levied for capital projects funds (1.33 cents). The County Council already must review and approve capital projects funds budgets.

We fear that persons on the county (or city) council who do not use the library or who have a limited understanding of what we provide for our communities will make decisions about our budget that might be detrimental to our community's needs.

Indiana libraries have operated under the current system for over 50 years. Library administrators are trained to know the needs of their users and how to meet their needs. Library boards and administrators take great pride in being fiscally responsible and in serving their communities well. Why change something that has worked well?

Please vote "no" to SB 1 as now written.

JCPL FINANCIAL STATEMENT

November 30, 2003

	<u>Beginning 2003 Balance</u>	<u>Current Month Disbursements</u>	<u>Y-T-D Disbursements</u>	<u>Current Month Receipts</u>	<u>Y-T-D Receipts</u>	<u>Ending Balance</u>
Operating Fund	\$763,077.03	\$101,087.79	\$1,370,549.18	\$252,886.73	\$746,596.86	\$139,124.71
Includes Investments of:						
Public Library Access Card Fund	\$0.00	\$0.00	\$52.00	\$0.00	\$78.00	\$26.00
Gift Fund	\$2,082.31	\$21.00	\$5,210.14	\$170.00	\$6,352.86	\$3,225.03
DeMotte	\$521.64	\$1.00	\$1,794.33	\$45.00	\$1,762.60	\$489.91
Rensselaer	\$1,450.63	\$20.00	\$2,757.26	\$100.00	\$3,598.80	\$2,292.17
Wheatfield	\$110.04	\$0.00	\$658.55	\$25.00	\$991.46	\$442.95
Library Improvement Reserve Fund	\$93,337.71	\$0.00	\$0.00	\$59.90	\$756.58	\$94,094.29
Bond & Interest Redemption Fund	\$60,181.32	\$0.00	\$51,410.00	\$0.00	\$103,869.46	\$112,640.78
Includes Investments of:						
Capital Projects Fund	\$381,110.99	\$13,202.00	\$63,839.58	\$364.24	\$46,566.32	\$363,837.73
Includes Investments of:						
Host/Hospitality Fund	\$0.00	\$0.00	\$1,195.25	\$0.00	\$1,195.25	\$0.00
Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Satellite Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Construction Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Petty Cash Funds	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
Cash Change Fund	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00
Payroll Withholding Accts.						
FIT Tax Collected	\$0.00	\$4,863.98	\$56,468.81	\$4,863.98	\$56,468.81	\$0.00
FICA Tax Collected	\$0.00	\$4,834.65	\$52,820.19	\$4,834.65	\$52,820.19	\$0.00
State Tax Collected	\$1,928.96	\$2,089.31	\$23,311.55	\$2,144.02	\$23,526.61	\$2,144.02
County Tax Collected	\$535.57	\$562.44	\$6,276.20	\$577.08	\$6,317.71	\$577.08
Deferred Comp.	\$0.00	\$4,408.00	\$48,127.28	\$4,408.00	\$48,127.28	\$0.00
#125 Pre-tax Plan	\$0.00	\$4,022.53	\$43,682.87	\$4,022.50	\$43,682.91	\$0.04
Employee Health/Life Insur.	\$0.00	\$17.80	\$204.80	\$17.80	\$204.80	\$0.00
Employee P.E.R.F.	\$6,593.63	\$0.00	\$27,392.65	\$2,482.67	\$25,714.65	\$4,915.63
Credit Union	\$0.00	\$800.00	\$8,250.00	\$800.00	\$8,250.00	\$0.00
TOTAL ALL FUNDS.....	\$1,309,057.52	\$135,909.50	\$1,758,790.50	\$277,631.57	\$1,170,528.29	\$720,795.31

Bank Balances**Jasper County Public Library****Report as of: 11/30/2003**

<i>Bank</i>		
1	Peoples State Bank	\$616,179.36
2	Demotte State Bank	\$10,311.66
3	Lafayette Bank & Trust-LIRF	\$94,094.29
4	Cash on Hand	\$210.00
5		\$0.00
6		\$0.00
7		\$0.00
8		\$0.00
9		\$0.00
10		\$0.00
11		\$0.00
12		\$0.00
13		\$0.00
14		\$0.00
15		\$0.00
16		\$0.00
17		\$0.00
Total all banks =		\$720,795.31

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Appropriation Report for

100 OPERATING FUND

Jasper County Public Library

Report Date: From 11/1/2003 To 11/30/2003

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 SALARY OF LIBRARIAN	\$50,336.00	\$0.00	\$50,336.00	\$4,194.68	\$46,076.47	\$4,259.53	91.5
1.12 SALARY OF ASSISTANTS	\$720,349.00	\$0.00	\$720,349.00	\$59,768.07	\$650,270.57	\$70,078.43	90.3
1.13 WAGES OF JANITORS	\$46,440.00	\$0.00	\$46,440.00	\$3,256.99	\$37,783.22	\$8,656.78	81.4
1.21 EMPLOYER'S SHARE-FICA	\$60,032.00	\$0.00	\$60,032.00	\$4,834.65	\$52,820.19	\$7,211.81	88.0
1.22 UNEMPLOYMENT COMPENSATION	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$3,433.93	(\$2,083.93)	254.4
1.23 EMPLOYER'S CONTRIB.- PERF	\$34,655.00	\$0.00	\$34,655.00	\$0.00	\$35,118.15	(\$463.15)	101.3
1.24 EMPLOYER'S CONTRIB.- INS.	\$46,069.00	\$0.00	\$46,069.00	\$4,087.75	\$44,329.70	\$1,739.30	96.2
1.31 OTHER PERSONAL SERVICES	\$400.00	\$0.00	\$400.00	\$0.00	\$218.87	\$181.13	54.7
Subtotal	\$959,631.00		\$959,631.00	\$76,142.14	\$870,051.10	\$89,579.90	90.7
<i>2. Supplies</i>							
2.11 OFFICIAL RECORDS	\$750.00	\$0.00	\$750.00	\$0.00	\$828.46	(\$78.46)	110.5
2.12 STATIONERY AND PRINTING	\$450.00	\$0.00	\$450.00	\$0.00	\$408.81	\$41.19	90.8
2.13 OTHER OFFICE SUPPLIES	\$8,400.00	\$0.00	\$8,400.00	\$600.70	\$7,700.44	\$699.56	91.7
2.21 CLEANING & SANITATION SUPPLIES	\$4,000.00	\$0.00	\$4,000.00	\$533.71	\$4,487.26	(\$487.26)	112.2
2.22 FUEL, OIL & LUBRICANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
2.23 OTHER OPERATING SUPPLIES	\$3,500.00	\$0.00	\$3,500.00	\$262.46	\$3,525.11	(\$25.11)	100.7
2.31 BUILDING MATERIALS & SUPPLIES	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$769.90	\$430.10	64.2
2.33 REPAIR PARTS	\$400.00	\$0.00	\$400.00	\$71.82	\$162.80	\$237.20	40.7
2.41 LIBRARY SUPPLIES	\$12,550.00	\$85.19	\$12,635.19	\$650.93	\$10,072.23	\$2,562.96	79.7
2.42 MARKETING SUPPLIES	\$150.00	\$0.00	\$150.00	\$0.00	\$139.76	\$10.24	93.2
Subtotal	\$31,400.00	\$85.19	\$31,485.19	\$2,119.62	\$28,094.77	\$3,390.42	89.2
<i>3. Other Services and Charge</i>							
3.11 CONSULTING SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.12 ENGINEERING & ARCH. SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.13 LEGAL SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$225.00	\$1,275.00	15.0
3.14 OTHER PROFESSIONAL SERVICES	\$6,000.00	\$0.00	\$6,000.00	\$649.00	\$5,049.79	\$950.21	84.2
3.21 TELEPHONE	\$7,000.00	\$0.00	\$7,000.00	\$230.91	\$4,817.69	\$2,182.31	68.8
3.22 POSTAGE	\$5,000.00	\$120.20	\$5,120.20	\$0.00	\$4,060.67	\$1,059.53	79.3
3.23 MILEAGE	\$7,000.00	\$0.00	\$7,000.00	\$695.94	\$6,066.44	\$933.56	86.7
3.24 PROFESSIONAL MEETINGS	\$8,000.00	\$60.00	\$8,060.00	\$245.38	\$6,033.24	\$2,026.76	74.9
3.25 FREIGHT	\$3,500.00	\$0.00	\$3,500.00	\$143.15	\$1,521.54	\$1,978.46	43.5
3.26 NETWORKING	\$11,850.00	\$0.00	\$11,850.00	\$344.40	\$4,716.58	\$7,133.42	39.8
3.31 ADVERTISING & PUBLIC NOTICES	\$1,800.00	\$0.00	\$1,800.00	\$19.15	\$1,402.74	\$397.26	77.9
3.32 OTHER PRINTING	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.0
3.33 MARKETING ADVERTISING	\$550.00	\$0.00	\$550.00	\$0.00	\$547.40	\$2.60	99.5
3.41 OFFICIAL BONDS	\$200.00	\$0.00	\$200.00	\$0.00	\$255.00	(\$55.00)	127.5
3.42 OTHER INSURANCE	\$35,475.00	\$0.00	\$35,475.00	\$0.00	\$38,434.25	(\$2,959.25)	108.3
3.51 GAS	\$27,000.00	\$0.00	\$27,000.00	\$1,857.43	\$21,649.43	\$5,350.57	80.2
3.52 ELECTRICITY	\$43,000.00	\$0.00	\$43,000.00	\$3,384.96	\$38,317.04	\$4,682.96	89.1
3.53 WATER	\$1,000.00	\$0.00	\$1,000.00	\$59.85	\$864.25	\$135.75	86.4
3.54 WASTE DISPOSAL SERVICES	\$2,400.00	\$0.00	\$2,400.00	\$188.35	\$2,342.35	\$57.65	97.6
3.61 BUILDING & STRUCTURES	\$56,025.00	\$0.00	\$56,025.00	\$2,201.01	\$31,239.96	\$24,785.04	55.8
3.62 EQUIPMENT REPAIRS	\$2,000.00	\$0.00	\$2,000.00	\$195.00	\$610.41	\$1,389.59	30.5
3.72 EQUIPMENT RENTALS	\$250.00	\$0.00	\$250.00	\$9.95	\$207.45	\$42.55	83.0
3.91 DUES	\$1,735.00	\$0.00	\$1,735.00	\$0.00	\$1,784.55	(\$49.55)	102.9
3.93 TAXES & ASSESSMENTS	\$0.00	\$242.31	\$242.31	\$0.00	\$242.31	\$0.00	100.0
3.94 TRANSFER TO LIRF	\$180,000.00	(\$69,000.00)	\$111,000.00	\$0.00	\$0.00	\$111,000.00	0.0
3.95 BOOK REIMBURSEMENT	\$150.00	\$0.00	\$150.00	\$0.00	\$71.80	\$78.20	47.9
3.96 PETTY CASH	\$120.00	\$0.00	\$120.00	\$0.00	\$0.00	\$120.00	0.0
3.97 INTERVIEWING & MOVING EXP.	\$500.00	(\$242.31)	\$257.69	\$0.00	\$0.00	\$257.69	0.0
3.98 MAINTENANCE/SERVICE CONTRACTS	\$52,714.00	\$0.00	\$52,714.00	\$1,203.85	\$43,639.51	\$9,074.49	82.8
Subtotal	\$455,969.00	(\$68,819.80)	\$387,149.20	\$11,428.33	\$214,099.40	\$173,049.80	55.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>4. Capital Outlays</i>							
4.1 LAND	\$0.00	\$69,000.00	\$69,000.00	\$0.00	\$69,126.44	(\$126.44)	100.2
4.4 FURNITURE & EQUIPMENT	\$11,289.00	\$3,676.72	\$14,965.72	\$0.00	\$10,913.25	\$4,052.47	72.9
4.51 BOOKS	\$131,945.00	\$767.82	\$132,712.82	\$9,308.07	\$108,619.95	\$24,092.87	81.8
4.52 PERIODICALS & NEWSPAPERS	\$22,000.00	\$0.00	\$22,000.00	\$253.48	\$18,816.58	\$3,183.42	85.5
4.53 NONPRINTED MATERIALS	\$62,200.00	\$0.00	\$62,200.00	\$1,836.15	\$50,827.69	\$11,372.31	81.7
Subtotal	\$227,434.00	\$73,444.54	\$300,878.54	\$11,397.70	\$258,303.91	\$42,574.63	85.8
Grand Total	\$1,674,434.00	\$4,709.93	\$1,679,143.93	\$101,087.79	\$1,370,549.18	\$308,594.75	81.6

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

Voucher List
Jasper County Public Library

Report Date: From 11/1/2003 To 11/30/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22436	904	ACE HARDWARE	11/10/2003	Hardware, roof brush, keys, cleaning solution- DeM. Lib.	\$23.82
22437	905	BAKER & TAYLOR	11/10/2003	Books, Continuations, AV	\$7,543.97
22438	906	BAKER & TAYLOR ENTERTAIN	11/10/2003	Videos	\$28.62
22439	907	BBC AUDIOBOOKS AMERICA	11/10/2003	Audiobook	\$62.57
22440	908	BROWN'S GARDEN & FLORAL	11/10/2003	Aug/Sep Mowing @ Rens. Lib.	\$1,250.00
22441	909	CENTRAL STATES SALES CO	11/10/2003	Outdoor Bulbs and Under-the-Cabinet Fluorescents (Wh. Lib.)	\$30.68
22492	910	TOWN OF DEMOTTE	11/10/2003	Sewer Services Sep '03-Dem	\$62.70
22443	911	CULLIGAN	11/10/2003	Water Cooler Rental	\$9.95
22444	912	DAVIDSON TITLES INC.	11/10/2003	Book-Wall Street Crash Days	\$21.98
22445	913	DEMCO	11/10/2003	Bookmarks, Book/Repair Tape, Anti-slip Tape	\$125.51
22446	914	DIANA KOOY	11/10/2003	Scissors, Mileage-Bank Deposit, Supplies	\$41.11
22447	915	ELLISON EDUCATIONAL EQUI	11/10/2003	Die cut-Heart shape	\$35.00
22448	916	FASE'S WATER TREATMENT	11/10/2003	Softner Salt-DeM. Lib.	\$143.50
22449	917	AUDIO FORUM	11/10/2003	AV Materials	\$52.45
22450	918	GAIL JUNG	11/10/2003	Mileage & Expenses: Financial Counterparts, COBRA, & Access Wkshps	\$87.10
22451	919	GALE GROUP	11/10/2003	Continuations-Am. Law, Something/Author, Dir. Public Broadcast Media	\$1,100.79
22452	920	GIESLER ELECTRIC, INC	11/10/2003	Outdoor light repairs @ DeM. Lib.	\$164.58
22453	921	HERITAGE OFFICE PRODUCT	11/10/2003	Name Badge, Typewriter Repairs, Laminate Pouches	\$259.48
22454	922	HERRMAN & GOETZ, INC.	11/10/2003	Underground Light Fixture & 3-ballast repairs @ Rens. Lib.	\$567.43
22455	923	HP PRODUCTS CORP.	11/10/2003	Hand Soap, Mop handle, SS Cleaner, Lime Remover, Jumbo TP	\$386.69
22456	924	INGRAM	11/10/2003	Paperbacks	\$93.21
22457	925	INSPIRATIONAL DISTRIBUTOR	11/10/2003	Books	\$118.23
22458	926	JACKIE SAXON	11/10/2003	Mileage-District 2	\$48.96
22459	927	JENNIFER L. EVERS	11/10/2003	Mileage & Expenses: Dewey Wkshp & District 1 Mtg.	\$59.00
22460	928	KANKAKEE VALLEY POST NE	11/10/2003	Newspaper Subsc-DeMotte Lib. (11/28/03-11/27/04)	\$43.00
22461	929	KAPER'S BUILDING MATERIAL	11/10/2003	Building Blueprints copies	\$45.00
22462	930	KATHLEEN ZMUDA	11/10/2003	Ghost Story Program @ DeM. Lib.	\$150.00
22463	931	KATHRYN WEED	11/10/2003	Mileage: Literacy Committee & Reference Counterparts Mtgs	\$106.22
22464	932	KIRBY RISK CORPORATION	11/10/2003	QE-1264 Cooper Lighting Sockets for recessed can lights-Rens. Lib.	\$71.82
22465	933	LANDMARK AUDIOBOOKS	11/10/2003	Audiobooks	\$65.95
22466	934	LEGAL DIRECTORIES PUBLIS	11/10/2003	Continuations - 2003 IN Legal Directory	\$57.75
22467	935	LYNN DAUGHERTY	11/10/2003	NILBA; Mileage & Mtg. Expenses	\$336.99
22468	936	MARSHALL CAVENDISH CORP	11/10/2003	Ency of Health	\$706.09
22469	937	NANETTE SPEACHT	11/10/2003	Mileage: Literacy Mtg, Circ. Counteparts Mtg.	\$45.00
22470	938	NEWTON COUNTY HISTORIC	11/10/2003	Genealogy Bk-Beaver Lake, Land of Enchantment	\$20.00
22471	939	ORIENTAL TRADING CO., INC	11/10/2003	Ch. Craft Materials-DeM. Lib.	\$47.70
22472	940	PATTY STRINGFELLOW	11/10/2003	Mileage: Bldg. Committee Mtg, Mgmt Mtg, Leadership Conf.; books	\$123.36
22473	941	PROQUEST INFORMATION & L	11/10/2003	Microfiche - Rens. Rep. (5/1/-8/1/03)	\$85.68
22474	942	QUILL	11/10/2003	Calculator, M-Fold Towels, Const. Paper, Envelopes, Fax Paper, Ring Binders, Markers, Print Cartridges, etc.	\$465.76
22475	943	RACHAEL CAVINDER	11/10/2003	Mileage: Literacy Committee Mtg.	\$15.84
22476	944	RECORDED BOOKS, LLC	11/10/2003	Audiobooks	\$834.08
22477	945	RELIABLE EXTERMINATORS, I	11/10/2003	Exterior Pest Control @ Rens. Lib.	\$150.00
22478	946	RENSSELAER REPUBLICAN	11/10/2003	Page Advertisement-DeM. Lib.	\$19.15

Printed on Friday, November 28, 2003

Page 1 of 3

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22479	947	SCHOOL SPECIALTY, INC.	11/10/2003	Bulletin Board kits - Wh. Lib.	\$32.62
22480	948	SECURITY COURIERS CORP.	11/10/2003	Transport service b/w Lib (10/3-10/27/03)	\$996.79
22481	949	TASTE OF HOME BOOKS	11/10/2003	Annual Recipes Book	\$23.98
22482	950	THE LIBRARY CORPORATION	11/10/2003	Lib. Solutions Training & Acquisitions software	\$7,099.00
22483	951	TROYER GROUP, INC.	11/10/2003	Architect Fees-Wh. Bldg. Project	\$6,602.00
22484	952	TRUGREEN LIMITED PARTNE	11/10/2003	Insect Control for bagworms-Crab Trees (Rens. Lib.)	\$69.00
22485	953	TYSEN'S COUNTRY GROCERY	11/10/2003	Janitorial supply	\$49.06
22486	954	ULINE	11/10/2003	Trash can liners	\$67.82
22487	955	UNIQUE MANAGEMENT SERVI	11/10/2003	Collections-Sep Placements & Secondary Placements	\$207.06
22488	956	USA TODAY	11/10/2003	DeM. Lib. Annual Newspaper Subsc.Dec 03-04	\$124.80
22489	957	VIDEO STORE SHOPPER	11/10/2003	CD cases	\$53.08
22490	958	VIKING OFFICE PRODUCTS	11/10/2003	Color Copy Paper, Calendar, Rubber Bands	\$57.06
22491	959	WAL-MART COMMUNITY BRC	11/10/2003	Videos, Mtg. Rm Supplies, Books, Ch. Games & supplies	\$612.89
0	960	PAYROLL	11/10/2003	PAYROLL	\$34,773.06
22493	961	ANTHEM BLUE CROSS AND B	11/10/2003	Nov '03 Health Insurance Premium-14 Employees	\$7,932.60
22494	962	ING	11/10/2003	Deferred Comp Plan-Withheld from Payroll 10 NOV '03	\$2,204.00
22495	963	LA-PORTER FEDERAL CREDIT	11/10/2003	Withheld from 10 NOV '03 Payroll-Jung, Stringfellow, Davis	\$400.00
22496	964	MIDWAYNET.NET	11/10/2003	Nov '03 Wireless Communications-Dem, Rens	\$172.20
22497	965	PLATINUM PLUS FOR BUSINE	11/10/2003	Contact Paper, Dem. Childrens Supplies, Books, Planner Pads,ILF Conference,CYPD Expense	\$463.57
22498	966	TOWN OF WHEATFIELD SEW	11/10/2003	Sewer Services Nov '03 -Wheat	\$41.05
0	967	INTERNAL REVENUE SERVICE	11/12/2003	FICA & FED Tax Withheld 10 Nov '03 Payroll	\$7,591.12
0	968	INDIANA DEPARTMENT OF RE	11/20/2003	State & Local Tax Withheld Oct '03	\$2,651.75
22499	969	SPRINT	11/11/2003	Payphone @ Rens. Lib.	\$51.68
0	970	PAYROLL	11/25/2003	PAYROLL	\$32,446.68
22500	971	AFLAC	11/25/2003	Supplemental Insurance-Dec '03, Daugherty, Woods, Schulenberg, Molenaar	\$106.80
22501	972	ANTHEM LIFE	11/25/2003	Life Insurance Premium-Dec, 24 employees	\$88.68
22502	973	CITY OF RENSSELAER	11/25/2003	Rens. Library Utilities-10/9-11/7/03	\$2,166.06
22503	974	ING	11/25/2003	W/Held from 25 NOV 03 Payroll - Indiana Deferred Comp Plan	\$2,204.00
22504	975	LA-PORTER FEDERAL CREDIT	11/25/2003	Payroll Deduction 25 NOV 03 - Jung, Davis, Stringfellow	\$400.00
22505	976	MIDWAYNET.NET	11/25/2003	Wireless Communication, Dem-Rens Libraries, Dec'03	\$172.20
22506	977	NIPSCO	11/25/2003	DeM Utilities (10/17-11/17/03) & Wh. Utilities (10/10- 11/10/03)	\$3,220.78
22507	978	SPRINT	11/25/2003	Local Phones-Wh. Library, Nov'03	\$138.97
22508	979	SPRINT	11/25/2003	Long Distance Calls-Dem & Wh. Lib, 10/8-11/7/03	\$40.26
0	980	INTERNAL REVENUE SERVICE	11/26/2003	EFT-Federal & FICA Tax Withheld 25 NOV 03 Payroll	\$6,942.16

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
Total Amount of Claims					\$135,909.50

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 28, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$135,909.50

Date this 8th day of December, 20 03.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

JASPER COUNTY PUBLIC LIBRARY

F5

Receipt Breakdown

November 30, 2003

	<u>THIS MONTH</u>	<u>YEAR-TO-DATE</u>	<u>TOTAL RECEIPTS THIS MONTH</u>	<u>TOTAL RECEIPTS YEAR-TO-DATE</u>
FINES & FEES:			\$2,286.63	\$29,186.36
DeMotte	\$704.48	\$11,110.48		
Rensselaer	\$1,003.61	\$11,925.42		
Wheatfield	\$578.54	\$6,150.46		
PHOTOCOPIES:			\$672.99	\$6,720.88
DeMotte	\$287.35	\$2,905.95		
Rensselaer	\$279.64	\$2,814.28		
Wheatfield	\$106.00	\$1,000.65		
CARDS:			\$0.00	\$54.00
DeMotte	\$0.00	\$0.00		
Rensselaer	\$0.00	\$54.00		
Wheatfield	\$0.00	\$0.00		
INTEREST:			\$136.61	\$6,709.45
Checking/Repurchase/Savings	\$136.61	\$6,709.45		
CD's & Investments	\$0.00	\$0.00		
TAXES:			\$249,790.50	\$702,133.55
Property Tax	\$0.00	\$170,911.06		
License Excise Tax	\$0.00	\$28,644.21		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
Local Option/Certified Shares	\$225,295.00	\$450,590.00		
Local Option/Property Tax Repl.	\$24,495.50	\$48,991.00		
State Distribution	\$0.00	\$2,997.28		
REFUNDS:			\$0.00	\$1,792.62
Insurance	\$0.00	\$279.00		
Rebates/Refund	\$0.00	\$903.63		
Postage	\$0.00	\$120.50		
Reimbursements,PFEEF	\$0.00	\$0.00		
Fixed Asset Sales	\$0.00	\$350.43		
Magazine Refunds	\$0.00	\$46.10		
Reimbursements	\$0.00	\$85.19		
Telephone refund	\$0.00	\$0.00		
Book Purchase	\$0.00	\$7.77		
TOTAL OPERATING FUND RECEIPTS.....			\$252,886.73	\$746,596.86
PLAC FUND:			\$0.00	\$78.00
GIFT FUNDS:			\$170.00	\$6,352.86
DeMotte	\$45.00	\$1,762.60		
Rensselaer	\$100.00	\$3,598.80		
Wheatfield	\$25.00	\$991.46		
LIB. IMPROV. RESERVE FUND: Oper.Transfer			\$59.90	\$756.58
BOND & INTEREST REDEMPTION FUND:			\$0.00	\$103,869.46
Property Tax	\$0.00	\$88,960.02		
License Excise Tax	\$0.00	\$14,909.44		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
CAPITAL PROJECTS FUND:			\$364.24	\$46,566.32
Interest Earned	\$364.24	\$4,703.77		
Property Tax	\$0.00	\$35,853.59		
License Excise Tax	\$0.00	\$6,008.96		
Financial Institution Tax	\$0.00	\$0.00		
CVET(Commercial Vehicle Excise)	\$0.00	\$0.00		
OST/HOSPITALITY FUND:			\$0.00	\$1,195.25
LEVY EXCESS FUND:			\$0.00	\$0.00
SATELLITE FUND:			\$0.00	\$0.00
CONSTRUCTION FUND:			\$0.00	\$0.00
CASH CHANGE FUND			\$0.00	\$0.00
SUB-TOTAL (page 1).....			\$253,480.87	\$905,415.33

WITHHOLDING ACCOUNT FUNDS:

			\$24,150.70	\$265,112.96
FIT Tax Collected	\$4,863.98	\$56,468.81		
FICA Collected	\$4,834.65	\$52,820.19		
State Tax Collected	\$2,144.02	\$23,526.61		
County Tax Collected	\$577.08	\$6,317.71		
Deferred Comp Plan	\$4,408.00	\$48,127.28		
#125 Pre-tax Plan	\$4,022.50	\$43,682.91		
Life/Health Insurance	\$17.80	\$204.80		
PERF	\$2,482.67	\$25,714.65		
Credit Union	\$800.00	\$8,250.00		
TOTAL RECEIPTS - ALL FUNDS.....			\$277,631.57	\$1,170,528.29

Voucher List
Jasper County Public Library

Report Date: From 12/1/2003 To 12/8/2003

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
22509	981	4-COUNTY SUPPLY	12/8/2003	Flush Repair Kits	\$36.24
22510	982	ACE HARDWARE	12/8/2003	Appliance bulb & Exit sign bulb	\$17.23
22511	983	ALA	12/8/2003	PLA;2/24-2/28/04 Stringfellow, Daugherty, Egan, Evers, Tachtiris	\$1,590.00
22512	984	ALCO DISCOUNT STORE #290	12/8/2003	Meeting Room Supplies-D	\$24.26
22513	985	BAKER & TAYLOR	12/8/2003	Books, Continuations, AV Materials	\$9,585.93
22514	986	BAKER & TAYLOR ENTERTAIN	12/8/2003	AV Materials	\$338.34
22515	987	BETTER CONTAINERS MFG. C	12/8/2003	Library Bags	\$271.74
22516	988	BROWN'S GARDEN & FLORAL	12/8/2003	Blackeyed Susan's & Oct-Nov Mowings with Leaf Pickup, Edging walks and curbs	\$1,398.65
22517	989	CHARLOTTE FAGEN	12/8/2003	Mileage-Brd Mtg, Mngmnt, ESL & Class visit	\$32.04
22518	990	CHESTER TECHNOLOGIES	12/8/2003	Technical Support-35 hours	\$3,250.00
22519	991	CULLIGAN	12/8/2003	Water Cooler Rental & Water	\$54.50
22520	992	DAVID ZIESE	12/8/2003	Replace Flush Valve-Rens	\$46.00
22521	993	DEMCO	12/8/2003	Book Jackets Clock, File Cases, Book Supports, Acrylic Holders	\$298.15
22522	994	DIANE KROS	12/8/2003	Mileage-Storytime & Deposit	\$11.52
22523	995	DIANE OPOLSKI	12/8/2003	Readers Advisory Counterparts Expense	\$7.15
22524	996	FASE-KALUF TV & APPLIANCE	12/8/2003	Microphone Stand Part	\$4.99
22525	997	FASE'S WATER TREATMENT	12/8/2003	RedOut, Vacuum Cleaner Bags	\$147.25
22526	998	FILM IDEAS, INC.	12/8/2003	AV Materials	\$191.70
22527	999	GAIL JUNG	12/8/2003	Mileage-Bookkeeping Workshop	\$36.00
22528	1000	GAIL JUNG	12/8/2003	Rens. Petty Cash-Masking Tape, Postage & Cards	\$18.84
22529	1001	GALE GROUP	12/8/2003	Continuations	\$645.65
22530	1002	H. W. WILSON COMPANY	12/8/2003	Readers Guide Subscriptions-D & R	\$714.00
22531	1003	HERITAGE OFFICE PRODUCT	12/8/2003	Cartridges HP 1200 Laser	\$163.98
22532	1004	HERRMAN & GOETZ, INC.	12/8/2003	Repair In-Ground Light Fixture, Converted 3 Halide Fixtures to Incandescent	\$425.06
22533	1005	HIGHSMITH CO. INC.	12/8/2003	Bookmarks, Reading Certificates	\$75.12
22534	1006	INCOLSA	12/8/2003	Ancestry Plus 1/1/04-12/31/04	\$1,213.00
22535	1007	INGRAM	12/8/2003	Books	\$8.79
22536	1008	INSPIRATIONAL DISTRIBUTOR	12/8/2003	Books	\$45.75
22537	1009	JACK STANDISH	12/8/2003	Material & Labor for CD Cabinet-Dem	\$751.86
22538	1010	JASPER COUNTY HOSPITAL	12/8/2003	Demotte Lib. Water Analysis	\$15.00
1031	1011	JASPER COUNTY PUBLIC LIBR	12/8/2003	Bank Transfer-From Demotte State Bank to Peoples State Bank	\$9,500.00
22539	1012	JENNIFER L. EVERS	12/8/2003	Mileage-TLC Users Group Mtg	\$72.00
22540	1013	JILL TACHTIRIS	12/8/2003	Book-Panatis Extraordinary Origins	\$11.42
22541	1014	KATHRYN WEED	12/8/2003	Mileage-Workshops	\$144.00
22542	1015	KIM DELGER	12/8/2003	Mileage & Expense-Readers Advisory Workshop	\$26.93
22543	1016	LIBRARY VIDEO COMPANY	12/8/2003	CD Rom Software	\$482.11
22544	1017	LINDA THOMPSON	12/8/2003	Mileage & Prizes for Children's Book Week	\$32.48
22545	1018	LYNN DAUGHERTY	12/8/2003	Mileage, Books & Expenses Architects Comm. Mtg	\$78.23
22546	1019	MARLENE BEEDLE	12/8/2003	Mileage-PDA Workshop	\$88.92
22547	1020	MARY E. HERZ	12/8/2003	Mileage-School visits	\$5.76
22548	1021	MOVIE LICENSING USA	12/8/2003	Public Performance Site License 2/1/04-1/31/05(plus 3 month trial period)	\$480.00
22549	1022	NORTHWESTERN INDIANA TE	12/8/2003	Demotte Local Phone Service Dec '03	\$31.99
22550	1023	PLATINUM PLUS FOR BUSINE	12/8/2003	IPLA Leadership Conf.10/27-10/28/03 Accomodations, GoToMyPc Service	\$183.73
22551	1024	QUALITY LASER TECHNOLOGI	12/8/2003	Performer Cartridges for Desk Jet, 1200Laser	\$315.55

Printed on Tuesday, December 02, 2003

Page 1 of 2

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
22552	1025	QUILL	12/8/2003	Contact Paper, Double sided tape, Appt. Book	\$117.63
22553	1026	REBECCA GIBSON	12/8/2003	Books & Mileage	\$221.76
22554	1027	RECORDED BOOKS, LLC	12/8/2003	Audiobooks	\$338.40
22555	1028	REGENT BOOK CO., INC.	12/8/2003	Continuations	\$75.37
22556	1029	RELIABLE EXTERMINATORS, I	12/8/2003	Interior Service-Rens	\$75.00
22557	1030	RENSSELAER REPUBLICAN	12/8/2003	Substitute Page Position Advertisement 10/23/03- 11/06/03;Rens	\$101.52
22558	1031	ROBERT D. KLEMP	12/8/2003	Mowing of 4 acres @ Wheatfield Site	\$100.00
22559	1032	SECURITY COURIERS CORP.	12/8/2003	Transport Service b/w branches 10/31 - 11/28/03	\$994.72
22560	1033	SHEILA MAXWELL	12/8/2003	Mileage-Branches, Cntrprts, NICLL Mtg. and Expenses	\$198.64
22561	1034	SIMPLEXGRINNELL LP	12/8/2003	Fire Alarm Contract Maintenance Agreement 2004	\$3,089.50
22562	1035	SPRINT YELLOW PAGES	12/8/2003	Directory Chrgs. For Dec	\$75.50
22563	1036	SUDANCO AFFORDABLE ALTE	12/8/2003	Labels- 2 day loan/\$1.00 day fine	\$21.50
22564	1037	THE TIMES-	12/8/2003	Annual Subscription-Dem	\$204.00
22565	1038	TOWN OF WHEATFIELD SEW	12/8/2003	Sewer Services-Dec '03;Wheat	\$41.05
22566	1039	TROYER GROUP, INC.	12/8/2003	Professional Architect Services-Wheatfield Building Oct '03	\$11,655.00
22567	1040	TRU-GREEN CHEMLAWN	12/8/2003	Crabapple Tree Application	\$99.00
22568	1041	UNIQUE MANAGEMENT SERVI	12/8/2003	Collections October Placements & Secondary Placements	\$132.41
22569	1042	WAL-MART COMMUNITY BRC	12/8/2003	AV Materials,Headphones, Cleaning wipes, Program Supplies-Ren	\$666.26
22570	1043	GAIL JUNG	12/8/2003	Wheatfield Petty Cash	\$20.11
Total Amount of Claims					\$51,099.23

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Tuesday, December 02, 2003

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$51,099.23

Date this 8th day of December, 2003.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for Jasper County Public Library on 1/1/1999.

ACCO. USA
WHEELING, ILLINOIS 60090
25075

MADE
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